

## **“OFFICE CONSOLIDATION”**

### THE CORPORATION OF THE CITY OF MISSISSAUGA RECORDS RETENTION BY-LAW 537/96

“A by-law to establish a Schedule of Retention Periods  
for records in the possession of The Corporation of the  
City of Mississauga.”

#### **Amending by-laws:**

| <u>Date</u> | <u>Number</u> |
|-------------|---------------|
| 1999/02/10  | BL-0040/99    |
| 2001/07/10  | BL-0268/2001  |
| 2003/04/23  | BL-0155/2003  |
| 2007/06/27  | BL-0113/2007  |

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**SCHEDULE A  
AMENDMENTS TO RECORD RETENTION SCHEDULE  
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**I. INTRODUCTORY NOTES**

**General**

1. There are three major categories of records in existence:
  - a. Paper Records (includes photographs)
  - b. Physical Media (Microfilm, video, audio tapes, CD, DVD)
  - c. Electronic Records

Records and information management encompasses the three categories of records listed above.

2. The City Classification System (CCS) & Retention Schedule has two components.
  - a. Schedule 1 Paper and Other Physical Media Records
  - b. Schedule 2 Electronic Records

Both schedules give information for each classification and are produced from OmniRIM Records Management System. The reports are combined with an Introduction to the retention schedule to produce a consolidated version for office use and are managed by Corporate Records, Office of the City Clerk.

3. Retention for active and semi active retention periods in this Schedule are in years, unless expressed otherwise. The semi active retention period of a record is that period during which a record is no longer required for current use but must be kept for legal, fiscal, operational or historical purposes. The final disposition of records is destruction, unless otherwise noted.
4. The retention period of an official record, in paper or physical format, is calculated from the close date of the record as entered in the records management system. It includes a period of time the record is retained in the department after closure (active) plus a period of time in the Records Centre (semi active). Duplicate records are retained within the department only.

See II. Definitions

See V. Electronic Records

5. Corporate Records Section, Office of the City Clerk, will provide assistance to determine if material is an official record, non-record, or duplicate.

See II. Definitions

6. In addition to providing day-to-day assistance to users in all aspects of the records management program, from records creation to final disposition of records, Corporate Records Section is also responsible for identifying and assessing records and items of historical value and transferring City archival materials to the Region of Peel Archives or Mississauga Museums.

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7. Corporate Records Section is responsible for identification of records, held in the Records Centre, which have fulfilled their retention requirements in accordance with this Schedule and obtaining departmental approvals prior to their destruction.

**Microfilm Program**

1. The Microfilm Program is an integral part of the records management program in the City. The purpose of the program is to minimize the bulk of paper records retained on-site and to alleviate records storage problems. Departments doing their own microfilming should consult with Corporate Records to ensure that the “National Standard of Canada on Microfilm and Electronic Image as Documentary Evidence” is being adhered to and the required retention periods are being applied.
2. Retention periods of microfilmed records follow the same classification and retention periods specified for their paper counterparts.  
For more information on this subject, users should refer to the Corporate Policy Manual (Section 03-02-05: Records Management Program.)

**Other Physical Media**

For the purpose of this by-law other physical media are defined as physical formats of electronic records that are accessible by using a device that does not need specific hardware, software or security access. Examples: video, audio tape, CD, DVD. These records may be part of a business transaction or contain business records of the corporation. Records maintained in other physical media format should be classified and managed in accordance with records program standards.

See also Section V. Electronic Records

**Records Destruction - Paper & Other Physical Media Records**

1. Official Records: Necessary approvals must be obtained in advance before destruction of any official records specified in Schedule 1, Paper & Other Media Records takes place. Only Corporate Records Section has the authority to destroy official records after the necessary approvals are obtained.

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2. Duplicate Records      Duplicate records do not require formal approval for destruction. The retention period of a duplicate record is only a guideline. With few exceptions noted in Schedule 1, Paper & Other Media Records under the ‘Finance & Accounting’, duplicate records may be destroyed before the retention period is fulfilled. However, before premature destruction takes place users must check with their section or division head beforehand to ensure that the purpose of the duplicate record has been served. They should also consult with Corporate Records Section to ensure that the originals of these records are available with the official holders.

See II. Definitions, 5.

3. Microfilmed Records      Paper originals of microfilmed records may be destroyed, with necessary approvals, following microfilming and quality assurance check. Some records may be retained in their original form due to other values. Examples of such records include by-laws, agendas and minutes of Council.
4. Other Media      Video, audio tape, CD, DVD, etc. may be official records and should follow the retention periods specified for the appropriate classification. Necessary approvals must be obtained in advance before destruction. See also Electronic Records section V
5. Non-records      These can be destroyed by users without approval.

**Records Destruction – Electronic Records**

See V. Electronic Records

**Litigation Records**

1. In Department      Active records pertaining to existing or potential litigation cases should be retained and maintained within the department until the case is resolved, or transferred to the Legal Services Division at the discretion of the latter.
2. In Storage      If records are already processed to storage, records should be identified and within the Records Management System marked “HOLD – Litigation Pending” and held until the case is resolved, or transferred to the Legal Services Division at the discretion of the latter.

## II. DEFINITIONS

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6. Duplicate Record      A copy of a record containing information which is identical to that contained in the original record.  
Examples:
- Part of a multiple-part form
  - extra copies of records retained solely for user convenience (also called convenience copies)
  - a photocopied document/report
  - a computer printout received from a department responsible for producing it
  - a reader file
  - a copy of a published report
  - a copy of microfilm.

**NOTE:** If information is added to a duplicate record, it is considered an official/original record and should be retained for the official record retention period. A duplicate record may replace an official/original record should the latter be lost, damaged or stolen.

A duplicate record with source documents attached to it is considered an official record. (See also General, Records Destruction, Duplicate Records).

7. Electronic Record      Electronically stored data that requires hardware, a software application and security password to access the record.

8. Non Record      Certain materials have no documentary value to the City and should be discarded as soon as practicable.  
Non-record materials include, but are not restricted to:
- Books/library materials that are no longer needed, including magazines, newspapers, newsletters, etc.
  - Obsolete computer user manuals and related reference materials
  - Obsolete policy and procedure manuals
  - Suppliers literature, brochures and other promotional materials that are no longer useful
  - Government publications that have been superseded
  - Rough working papers, notes, reports, budgets, etc., that have been produced and submitted in final form
  - Blank forms that have been superseded or eliminated.

**NOTE:** Prior to discarding blank forms bearing pre-printed serial numbers or codes, users must check with their section/division head beforehand to ensure that audit and control requirements have been met.)

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9. Official Holder                      An official holder is a user (a section, division or department) which maintains records of a specific classification that is essential to its day-to-day operations or program delivery, and whose contents are intact. For example, the official holder of "Insurance Claims" is Risk Management Section only, since this Section is responsible for managing all insurable claims for the Corporation. Other sections within Corporate Services Department (and possibly other departments) may maintain similar, but incomplete records for this classification, but these sections are not considered official holders. Where responsibility for maintaining the official copy of a record is clear, as in the above example, the "official holder" is identified in this Schedule. Where the "official holder" is not identified, every user who maintains an official copy of a record in any record classification listed in the Schedule is considered an "official holder" of that record.
10. Official Record                      An original or "authentic" record generated or received by a department. An official record may not always be original (e.g., copies of outgoing correspondence).
11. Original                              This term is used to designate third level classifications in the records management system. The term applies to the records of greatest value for the records series but may not always be original documents.
12. Overwrite                              In an automated database, the process of saving data over existing data, over time rendering the original data inaccessible.
13. Personal Information Bank
- Excerpt from Municipal Freedom of Information & Protection of Privacy Act: 'personal information under the control of the institution that is organized or intended to be retrieved by the individual's name or by an identifying number, symbol or other particular assigned to the individual'.
14. Physical Media                      Information that is eye-readable (paper documents, maps, photographs) and other media for which the equipment is readily available and does not require specific hardware, a software application or security access. Examples: microfilm, video tapes, some DVD's and CD's.



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15. Record                      Documentary material regardless of physical form or characteristics.  
It includes, but is not restricted to:
- Correspondence/Memoranda
  - Forms
  - Reports
  - Record Books
  - Computer Printouts
  - Email
  - Maps
  - Drawings/Plans
  - Photographs
  - Films
  - Microfilms
  - Sound Recordings
  - Paper/Magnetic Tapes
  - Video Tapes
  - Computer Discs/Tapes/Systems
- or any other documentary materials that:
- are made or received in pursuance of municipal law, or in connection with the transaction of public business;
  - contain information of the organization, function, procedure, policies and/or activities, or other information of value to the City;
  - are of historic value.
16. Record Classification      A group of identical or related records that are used and filed as a unit, and that permit evaluation as a unit for retention-scheduling purposes. This Record Retention Schedule is based on records classification, as set out in the City Classification System (CCS).
17. Reuse                        The process of reusing a tape or disc previously used to store data rendering the original data inaccessible.
18. Semi Active                This term refers to the time frame a record will be retained in the Records Centre or other secure location until it has fulfilled it's retention requirements.
19. System                      For the purposes of this by-law, 'system' is defined as an application that allows information to be collected and manipulated based on business rules.

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20. Vital Records

Vital records are those records that are essential to the continuation or resumption of City business, fulfilment of obligations to ratepayers, employees, federal, provincial and regional governments and other outside interests, and to recreating the financial and legal status of the City in case of emergency. Briefly, these are records which are needed to enable the City to recover from a disaster situation with minimum dislocation, cost and risk.

Some examples of vital records include:

- Council minutes
- by-laws and their attachments
- tax rolls
- contracts
- deeds
- leases
- accounts receivable
- accounts payable
- general ledger
- payroll records
- systems

Records identified as “vital” in this Schedule, whether in paper, microfilm or electronic form, should be protected by departments holding these records.

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**III. ABBREVIATIONS and TERMS**

|             |   |   |
|-------------|---|---|
| Access      | = | Freedom of Information code   |
| Active      | = | Period the record is to be maintained in the Department   |
| AR          | = | Archive   |
| CD          | = | Compact Disc  |
| CCS         | = | City Classification System  |
| Copy        | = | Copy or duplicate record  |
| DE          | = | Destroy   |
| DVD         | = | Digital Video Disc  |
| LOF         | = | Retention period equals Life of Facility  |
| LOS         | = | Life of System  |
| LOV         | = | Retention period equals Life of Vehicle   |
| MFIPPA      | = | Municipal Freedom of Information and Protection of Privacy Act  |
| OVER        | = | Overwrite   |
| P           | = | Permanent   |
| PIB         | = | Personal Information Bank   |
| S           | = | Until Superseded (this condition applies to a department responsible for the creation of the record series)     |
| T           | = | Termination of event (this condition applies to a department responsible for the creation of the record series) |
| Final Disp. | = | Determines various methods of preserving or disposing of the record.  |

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OFFICIAL HOLDERS

|        |   |                                |
|--------|---|--------------------------------|
| C of A | = | Committee of Adjustment        |
| CMS    | = | Community Services             |
| CRS    | = | Corporate Services             |
| EDO    | = | Economic Development Office    |
| F&PM   | = | Facility & Property Management |
| HR     | = | Human Resources                |
| OCC    | = | Office of the City Clerk       |
| OHN    | = | Occupational Health Nurse      |
| P&B    | = | Planning & Building            |
| R&P    | = | Recreation & Parks             |
| T&W    | = | Transportation & Works         |

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**IV. ACCESS TO INFORMATION CODES**

This Record Retention Schedule incorporates an access code for each classification to provide better control over access to information, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

OA = Open Access: Records are regarded as public records and are available for review by the public.

RA = Review Access: Records may contain some information that is subject to an exemption(s) pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Approval of department manager and/or Freedom of Information Co-ordinator should be obtained prior to disclosing the records to the public.

XA = Restricted Access: Records containing “personal information” should be disclosed only to individuals, staff, or groups designated in the City’s Personal Information Bank Register and any other policy/procedure relating to the use of certain records, i.e., Employee Records Procedure (03-02-07). All other requests for disclosure of personal information must be processed pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Requests for access to confidential business records not containing personal information must be processed pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

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**V. ELECTRONIC RECORDS**

This section does not apply to hard copy records produced from systems. Hard copy records should be classified, filed and retained in accordance with the retention periods outlined in Schedule 1 – Paper & Other Physical Media Records.

When electronically generated documents are produced in hard copy and subsequently, signed and used for Legal purposes, the electronic version may be considered a copy and can be discarded when it is no longer useful. Otherwise, the electronic version is the official record.

According to the Evidence Act, R.S.O. 1990, c. E.23, s.35 a "record" includes any information that is recorded or stored by means of any device. Therefore, electronic records, as defined by s.34 of the Evidence Act, are as permissible as evidence in legal proceedings as paper records, and the Corporation may be required to produce and surrender electronic records to authorities.

Canada Revenue Agency recognizes records maintained in a machine-sensitive data medium that can be related back to the supporting source documents and which is supported by a system capable of producing accessible and readable copy.

Electronic records must be managed systematically throughout their life cycles from creation through active reference to inactivity and preservation or destruction.

Information stored on systems, servers and in databases as permitted by the application will be retention-scheduled in the same manner as paper records in order to meet legal, fiscal and operational retention requirements. Electronic records involving litigation cases must also be identified and protected against inadvertent deletion.

The collection, use, retention and destruction of any personal information held in any system is required to meet the requirements of MFIPPA.

**1. Definition and Scope of Electronic Records**

Electronic records are records that require a system/application with a security password to access the information.

Bar-code labels are electronic records, as are other paper records containing machine-readable data. Fax and computer printouts are not electronic records because they are in a printed format.

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2. Physical Forms of Electronic Records

Magnetic media is any type of removable electronic storage device  
Examples: memory stick, CD, DVD, tapes, discs.

3. Retention and Disposition of Electronic Records

Appraisal of electronic records for retention scheduling purposes, determining procedures and time frames for the back up of data, is a complex and multi-faceted task which requires the collaboration of Corporate Records, Information Technology, and the Operating Department.

Appraisal criteria must include:

- the purpose and use of the system requirements
- the operational needs of the department(s) generating the requirements of the system
- legal retention requirements
- identification of any other systems that may be linked and provide input to or extract information from the system being appraised
- ability of the application system to allow information to be segregated to the retention schedule and the ability to delete without impacting business functionality.

Major systems used by the Corporation are identified in Schedule 2 – Electronic Records part of this by-law.

For other systems the following may be used as a guideline.

Database (Master) Files (Computer Tapes & Other Magnetic Media)

- Considered "Official Records"
- Retention: Until the database is superseded by an updated version (see supplementary notes).

Supplementary Notes:

A database is modified over time through the addition, deletion or change of information. Any modification to a database renders its previous version (in its entirety) obsolete. Discard the previous version and maintain only the current one.

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In certain applications, it may be appropriate to determine the state of certain activity at the close of previous years. In such applications, maintain (on tape or other magnetic media) a “snapshot” of the database on an annual basis and retain the snapshot for a designated retention period which would satisfy user and operational needs.

Computer Reports (Computer Tapes & Other Magnetic Media):

- Produced periodically from the database and stored on a network drive that has a back up process or at an offsite facility as per IT contract for offsite storage.
- Considered "Official Records"
- Follow record Retention Schedule for applicable retention period
- Produced from data reflecting a specific point in time and cannot be re-produced.

4. Audit Trail Report (Computer Tapes & Other Magnetic Media):

- Contain all modifications (changes, additions and deletions) to a database as defined by and imbedded within the application system during a specific period of time
- Retention: Until next report generation; if financial/accounting data, retain for 1 year after data reconciliation then discard

5. Duplicate Computer Files (Computer Tapes & Other Magnetic Media):

- Considered "Duplicate records"
- Retention: Discard any time if not needed
- If duplicated as extra protection to vital tapes, retain off-site for the same period as the original tapes.

6. Voice Mail (Computer Tapes & Other Magnetic Media):

- Most voice mail is considered "Non-Record"; discard any time if not needed
- If the voice mail relates to a business transaction or to an internal management directive, document the message prior to deletion and place in corresponding subject file

**NOTE:** Excludes Call Centre see Schedule 2 – Electronic Records, ER.031



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7. Duplicate Electronic Records (Hard Drives, CD's, DVD's, Flash Drives, and databases):

Users' hard drives/CD/DVD etc: If hardcopy is produced in final version, records contained on hard drives and CD/DVD disks are considered "Duplicate Record"; discard any time.

If hardcopy is not produced, records contained on hard drives and CD/DVD disks are considered "Official Record"; retain for the same period as the hardcopy.

8. "LAN" (Local Area Network) Files (Computer Tapes, Hard Drives, CD's, DVD's, Etc.):

- LAN's hard drive ("server"): Same as "Database (Master) Files", page 11
- LAN's back-up tapes - see Schedule 2 – Electronic Records ER.001.
- Users' hard drives/CD/DVD: Considered "Duplicate Records"; however, they provide extra protection to LAN's files and should be retained for a minimum period of 1 year if not produced in hardcopy; if produced in hardcopy, discard any time.

9. Programming and Computer Systems Documentation Files (Computer Tapes & Other Magnetic Media):

- Considered "Official Records"
- Retention: Until replacement system is successfully implemented

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                                 | RETENTION                       |               | FINAL DISP | ACCESS CODE | NOTES  |   |  |
|----------|---|---------------------------------|---------------|------------|-------------|--------|---|--|
|          |   | Active                          | Semi-active   |            |             |        |   |  |
| BL       | BYLAWS & ENFORCEMENT                                  |                                 |               |            |             |        |   |  |
| BL.02    | BYLAW ENFORCEMENT:<br>PARKING CONTROL (TRAFFIC BYLAW) | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | XA     |   |  |
| BL.03    | BYLAW ENFORCEMENT:<br>SIGNS                           | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |  |
| BL.04    | BYLAW ENFORCEMENT:<br>ANIMAL CONTROL                  | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | XA     | Official Holder:<br>Enforcement &<br>Legal Services |  |
| BL.05    | BYLAW ENFORCEMENT:<br>TERMITES/PEST CONTROL           | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | XA     | Official Holder:<br>Enforcement                     |  |
| BL.06    | BYLAW ENFORCEMENT:<br>SWIMMING POOL ENCLOSURES        | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | XA     | Official Holder:<br>Enforcement                     |  |
| BL.08    | BYLAW ENFORCEMENT:<br>GENERAL                         | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | XA     |   |  |
| BL.09    | ZONING BYLAW ISSUES                                   | Official Copy                   | 2<br>2        | 8<br>0     | D<br>D      | RA     |   |  |
| BL.10    | BYLAW ENFORCEMENT:<br>PUBLIC VEHICLES                 | Official Copy                   | 2<br>2        | 4<br>0     | D<br>D      | RA     | Official Holder:<br>Enforcement                     |  |
| BL.BL    | BYLAWS  |                                 |               |            |             |        |   |  |
|          | CASE  | CASE FILES FOR REZONING BY-LAWS | Official Copy | 2<br>2     | 28<br>0     | D<br>D | RA  |  |
|          | ORIG  | ORIGINAL BY-LAWS                | Official Copy | 10<br>2    | P<br>0      | P<br>D | OA  | Official Holder:<br>OCC<br><br>Archival<br>Vital |
|          | SUB   | SUBJECT FILES                   | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA  |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                  | RETENTION     |             |      | FINAL DISP | ACCESS CODE | NOTES                                  |
|----------|--|---------------|-------------|------|------------|-------------|--|
|          |  | Active        | Semi-active |      |            |             |  |
| CA       | CORPORATE ADMINISTRATION               |               |             |      |            |             |  |
| CA.01    | STRATEGIC PLANS                        | Official Copy | S 2         | 6 0  | D D        | RA          |  |
| CA.02    | INFORMATION TECHNOLOGY                 | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| CA.03    | COMPUTER SYSTEM DOCUMENTATION          | Official Copy | S 2         | 6 0  | D D        | RA          | Vital                                  |
| CA.04    | OFFICE FURNITURE, EQUIPMENT & SUPPLIES | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| CA.05    | RECORDS MANAGEMENT                     | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| CA.06    | PRINTING & PHOTOCOPYING                | Official Copy | 2 2         | 0 0  | D D        | RA          |  |
| CA.07    | TELECOMMUNICATIONS                     | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| CA.08    | SECURITY                               | Official Copy | 2 2         | 4 0  | D D        | RA          | Vital, PIB                             |
| CA.09    | ACCIDENT INJURY REPORTS - ADULTS       | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| CA.10    | ASSOCIATIONS & ORGANIZATIONS           | Official Copy | 2 2         | 0 0  | D D        | RA          |  |
| CA.11    | ORGANIZATIONAL EFFECTIVENESS           |               |             |      |            |             |  |
|          | FIN      FINAL STUDIES                 | Official Copy | 2 2         | 18 0 | D D        | RA          | Official Holder: Management Consulting |
|          | SUB      SUBJECT FILES                 | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
|          | WOR      WORKING FILES                 | Official Copy | 2 2         | 4 0  | D D        | XA          | Official Holder: Management Consulting |
| CA.13    | REQUESTS FOR INFORMATION/REPORTS       | Official Copy | 2 2         | 4 0  | D D        | RA          |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                           | RETENTION   |               |              | FINAL DISP | ACCESS CODE | NOTES |   |
|----------|---|---|---------------|--------------|------------|-------------|-------|---|
|          |   | Active  |               | Semi-active  |            |             |       |   |
| CA.15    | INTERNAL AUDIT                                  |   |               |              |            |             |       |   |
|          | FIN   | FINAL AUDIT REPORTS                                 | Official Copy | 2<br>2       | 18<br>0    | D<br>D      | RA    | Official Holder: Internal Audit   |
|          | SUB   | SUBJECT FILES                                       | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | RA    |   |
|          | WORK  | WORKING PAPERS                                      | Official Copy | T+2<br>2     | 5<br>0     | D<br>D      | XA    | Official Holder: Internal Audit<br>T= End of Project                      |
| CA.16    | STAFF COMMITTEES & MEETINGS                     |   | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | RA    |   |
| CA.17    | STATISTICS                                      |   | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | RA    |   |
| CA.18    | FORMS MANAGEMENT                                |   | Official Copy | T+<br>2<br>2 | 4<br>0     | D<br>D      | OA    | Official Holder: Forms Analyst, IT<br>T= Form revision or discontinuation |
| CA.19    | MAIL SERVICE                                    |   | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | OA    |   |
| CA.20    | CORRESPONDENCE – COMMISSIONERS/DEPARTMENT HEADS |   | Official Copy | 2<br>0       | 0<br>0     | D<br>D      | RA    |   |
| CA.21    | DEPARTMENTAL OPERATING PROCEDURES               |   | Official Copy | S+2<br>2     | 4<br>0     | D<br>D      | OA    | Vital   |
| CA.22    | FREEDOM OF INFORMATION                          |   | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | XA    | Official Holder: OCC<br>XA: Case Files Only                               |
| CA.23    | CITY OWNED/LEASED VEHICLES                      |   | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | RA    |   |
| CA.24    | CORPORATE POLICY MANUAL                         |   |               |              |            |             |       |   |
|          | MAN   | ACTUAL POLICY MANUAL                                | Official Copy | S<br>S       | P<br>0     | P<br>D      | OA    | Official Holder: Management Consulting<br>Vital, Archival                 |
|          | SUB   | SUBJECT FILES                                       | Official Copy | 2<br>2       | 4<br>0     | D<br>D      | RA    |   |
| CA.25    | EXTERNAL AUDIT                                  |   | Official Copy | 2<br>2       | 5<br>0     | D<br>D      | RA    |   |
| CA.26    | RECORDS DESTRUCTION CERTIFICATES                |   |               |              |            |             |       |   |
|          | CERT  | CERTIFICATES & DESTRUCTION FORMS – OFFICIAL RECORDS | Official Copy | 2<br>2       | 48<br>0    | D<br>D      | RA    | Official Holder: Corporate Records, OCC                                   |
|          | FORM  | DESTRUCTION FORMS – DUPLICATE RECORDS               | Official Copy | 2<br>2       | 0<br>0     | D<br>D      | RA    | Official Holder: Corporate Records, OCC                                   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES   | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|---|---------------|-------------|------------|-------------|---|
|          |   | Active        | Semi-active |            |             |   |
| CD       | COMMUNITY DEVELOPMENT   |               |             |            |             |   |
| CD.01    | CITY OF MISSISSAUGA OFFICIAL PLAN (PRIMARY PLAN/CITY PLAN)        | Official Copy | S<br>S      | P<br>0     | P<br>D      | OA<br><br>Official Holder: P&B<br>Vital, Archival |
| CD.02    | CITY OF MISSISSAUGA OFFICIAL PLAN REVIEW (PRIMARY PLAN/CITY PLAN) |               |             |            |             |   |
|          | PROJ    PROJECT FILES   | Official Copy | S+2<br>2    | P<br>0     | P<br>D      | RA<br><br>Official Holder: P&B<br>Vital           |
|          | SUB    SUBJECT FILES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| CD.03    | SECONDARY PLANS/DISTRICT PLANS                                    |               |             |            |             |   |
|          | PROJ    PROJECT FILES   | Official Copy | S<br>2      | P<br>0     | P<br>D      | RA<br><br>Official Holder: P&B                    |
|          | SUB    SUBJECT FILES  | Official Copy | S+2<br>2    | 8<br>0     | D<br>D      | RA<br><br>Other Departments                       |
| CD.04    | COMMUNITY STUDIES OF PLANNING DISTRICTS                           |               |             |            |             |   |
|          | PROJ    PROJECT FILES   | Official Copy | S+2<br>2    | 23<br>0    | D<br>D      | RA<br><br>Official Holder: P&B                    |
|          | SUB    SUBJECT FILES  | Official Copy | S+2<br>2    | 8<br>0     | D<br>D      | RA<br><br>Other Departments                       |
| CD.05    | BUSINESS IMPROVEMENT AREAS /DISTRICTS                             | Official Copy | 2<br>2      | 8<br>0     | D<br>D      | RA  |
| CD.06    | RESIDENTIAL DEVELOPMENT   |               |             |            |             |   |
|          | PROJ    PROJECT FILES   | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA<br><br>Review for Archival material            |
|          | SUB    SUBJECT FILES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| CD.07    | COMMERCIAL DEVELOPMENT  |               |             |            |             |   |
|          | PROJ    PROJECT FILES   | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA<br><br>Review for Archival material            |
|          | SUB    SUBJECT FILES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| CD.08    | AIRPORT DEVELOPMENT   |               |             |            |             |   |
|          | PROJ    PROJECT FILES   | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA<br><br>Review for Archival material            |
|          | SUB    SUBJECT FILES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES     |               | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|---------------------------|---------------|---------------|-------------|------------|-------------|-------|--|
|          |                           |               | Active        | Semi-active |            |             |       |  |
| CD.09    | INDUSTRIAL DEVELOPMENT    |               |               |             |            |             |       |  |
|          | PROJ                      | PROJECT FILES | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Review for Archival material   |
|          | SUB                       | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| CD.10    | PARK DEVELOPMENT          |               |               |             |            |             |       |  |
|          | ACT                       | ACTUAL PLANS  | Official Copy | S<br>2      | 20<br>0    | D<br>D      | RA    | Official Holder: CMS<br>Vital<br>Archival<br>DISCONTINUED              |
|          | FIN                       | FINANCIAL     | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | XA    | Official Holder: CMS<br>Vital<br>T = Completion of Project             |
|          | HIS                       | HISTORICAL    | Official      | P           | 0          | P           | RA    | Official Holder: CMS<br>Archival                                       |
|          | MAS                       | MASTER PLANS  | Official Copy | S<br>2      | 20<br>0    | D<br>D      | RA    | Official Holder: CMS<br>Archival<br>Vital                              |
|          | PROJ                      | PROJECT FILES | Official Copy | T+2<br>2    | 13<br>0    | D<br>D      | RA    | Official Holder: CMS<br>Archival<br>Vital<br>T = Completion of Project |
|          | SUB                       | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| CD.11    | RECREATIONAL DEVELOPMENT  |               |               |             |            |             |       |  |
|          | PROJ                      | PROJECT FILES | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Review for Archival material   |
|          | SUB                       | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| CD.12    | INSTITUTIONAL DEVELOPMENT |               |               |             |            |             |       |  |
|          | PROJ                      | PROJECT FILES | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Review for Archival material   |
|          | SUB                       | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES              |                      | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES |   |
|----------|------------------------------------|----------------------|---------------|-------------|------------|-------------|-------|---|
|          |                                    |                      | Active        | Semi-active |            |             |       |   |
| CD.13    | SURPLUS LANDS                      |                      | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| CD.15    | DEMOGRAPHIC INFORMATION            |                      |               |             |            |             |       |   |
|          | PROJ                               | PROJECT FILES        | Official Copy | S<br>S      | 20<br>0    | D<br>D      | RA    | Official Holder: P&B                              |
|          | SUB                                | SUBJECT FILES        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Other Departments                                 |
| CD.17    | DEVELOPMENT – OTHER MUNICIPALITIES |                      | Official Copy | 2<br>2      | 8<br>0     | D<br>D      | RA    |   |
| CD.19    | AERIAL PHOTOGRAPHS                 |                      |               |             |            |             |       |   |
|          | ORIG                               | ORIGINAL PHOTOGRAPHS | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA    | Official Holders: T&W, P&B<br><br>Archival        |
|          | SUB                                | SUBJECT FILES        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| CD.20    | MAPPING                            |                      |               |             |            |             |       |   |
|          | ORIG                               | ORIGINAL MAPS        | Official Copy | S<br>2      | P<br>0     | P<br>D      | OA    | Official Holder: Geomatics                        |
|          | SUB                                | SUBJECT FILES        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| CD.21    | DEVELOPMENT - OTHER                |                      |               |             |            |             |       |   |
|          | PROJ                               | PROJECT FILES        | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Review for Archival material prior to destruction |
|          | SUB                                | SUBJECT FILES        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| CD.22    | WATERFRONT DEVELOPMENT             |                      |               |             |            |             |       |   |
|          | PROJ                               | PROJECT FILES        | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Review for Archival material prior to destruction |
|          | SUB                                | SUBJECT FILES        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| CD.23    | ZONING BYLAW TEXT CHANGES          |                      | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | T= Approval of Bylaw                              |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                      |  | RETENTION              |               | FINAL DISP | ACCESS CODE | NOTES |  |                                |
|----------|--|--|------------------------|---------------|------------|-------------|-------|--|--------------------------------|
|          |  |  | Active                 | Semi-active   |            |             |       |  |                                |
| CD.43R   | REFERENCE PLANS                            |  |                        |               |            |             |       |  |                                |
|          | DR   | DRAWINGS   | Official Copy          | P 2           | 0 0        | D D         | OA    |  |                                |
| CD.A     | COMMITTEE OF ADJUSTMENT – MINOR VARIANCE   |  |                        |               |            |             |       |  |                                |
|          | CO   | CORRESPONDENCE   | Official Copy          | T+2 2         | 8 0        | D D         | RA    | Official Holder: CofA<br>T= Decision is made                 |                                |
|          | DE   | DECISIONS & FINAL NOTICES  | Official Copy          | P 2           | 0 0        | P D         | OA    | Official Holder: CofA<br>Vital                               |                                |
|          | ER   | EROSION & SEDIMENT CONTROL   | Official Copy          | T+2 2         | 4 0        | D D         | RA    | Official Holder: T&W<br>T= All conditions met                |                                |
|          | FC   | FINANCIAL CORRESPONDENCE   | Official Copy          | T+2 2         | 4 0        | D D         | RA    | T= All conditions met  |                                |
|          | SE   | SECURITIES   | Official Copy          | T+2 2         | 4 0        | D D         | RA    | Vital<br>T= All conditions met                               |                                |
| CD.B     | COMMITTEE OF ADJUSTMENT – CONSENT TO SEVER |  |                        |               |            |             |       |  |                                |
|          | CI   | CASH IN LIEU   | Official Copy          | T+2 2         | P 0        | P D         | RA    | Official Holder: Realty Services<br>T= All payments received |                                |
|          | CO   | CORRESPONDENCE   | Official Copy          | T+2 2         | 8 0        | D D         | RA    | T= Decision is made and/or all conditions met                |                                |
|          | DE   | DECISIONS & FINAL NOTICES  | Official Copy          | P 2           | 0 0        | P D         | OA    | Official Holder: CofA<br>Vital                               |                                |
|          | DR   | DRAWINGS   | Official Copy          | T+2 2         | 8 0        | D D         | OA    | T= Decision is made and/or all conditions met                |                                |
|          | ER   | EROSION & SEDIMENT CONTROL   | Official Copy          | T+2 2         | 4 0        | D D         | RA    | Official Holder: T&W<br>T= All conditions met                |                                |
|          | FC   | FINANCIAL CORRESPONDENCE   | Official Copy          | T+2 2         | 4 0        | D D         | RA    | T= All conditions met  |                                |
|          | LD   | LEGAL DOCUMENTS (At 25 years, records can be accessed through Corporate Records) |                        |               |            |             |       |  |                                |
|          |  | OTHER  | OTHER DEPARTMENTS      | Official Copy | T+2 2      | 23 0        | D D   | RA   | T= All conditions met          |
|          |  | T&W  | TRANSPORTATION & WORKS | Official Copy | T+2 2      | P 0         | P D   | RA   | Vital<br>T= All conditions met |
|          | SE   | SECURITIES   | Official Copy          | T+2 2         | 4 0        | D D         | RA    | Vital<br>T= All conditions met                               |                                |
|          | WF   | WORK FILE  | Official Copy          | T+2 2         | 4 0        | D D         | RA    | Official Holder: T&W<br>T= All conditions met                |                                |



# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES     |  | RETENTION              |               | FINAL DISP | ACCESS CODE | NOTES  |  |                        |
|----------|---------------------------|--|------------------------|---------------|------------|-------------|--------|--|------------------------|
|          |                           |  | Active                 | Semi-active   |            |             |        |  |                        |
| CD.CDM   | CONDOMINIUMS – PROPOSED   |  |                        |               |            |             |        |  |                        |
|          | CO                        | CORRESPONDENCE   | Official Copy          | T+2<br>2      | 8<br>0     | D<br>D      | RA     | T= File closed   |                        |
|          | DR                        | DRAWINGS   | Official Copy          | T+2<br>2      | 8<br>0     | D<br>D      | OA     | T= File closed   |                        |
|          | FC                        | FINANCIAL CORRESPONDENCE   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA     | T= File closed   |                        |
|          | SE                        | SECURITIES   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Vital<br>T= File closed  |                        |
| CD.M     | SUBDIVISIONS – REGISTERED |  |                        |               |            |             |        |  |                        |
|          | AC                        | ACQUISITIONS   | Official Copy          | P<br>2        | 0<br>0     | P<br>D      | RA     | Official Holder: Realty Services   |                        |
|          | CI                        | CASH IN LIEU   | Official Copy          | T+2<br>2      | P<br>0     | P<br>D      | RA     | Official Holder: Realty Services<br>Vital<br>T= All payments received            |                        |
|          | CO                        | CORRESPONDENCE   | Official Copy          | T+2<br>2      | 28<br>0    | D<br>D      | RA     | T= Assumption  |                        |
|          | DR                        | DRAWINGS   | Official Copy          | T+2<br>2      | 28<br>0    | D<br>D      | OA     | Official Holder: P&B<br>Copies: Other depts<br>T= Execution of service agreement |                        |
|          | EA                        | EASEMENTS  | Official Copy          | P<br>2        | 0<br>0     | P<br>D      | RA     | Official Holder: Realty Services   |                        |
|          | ER                        | EROSION & SEDIMENT CONTROL   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Official Holder: T&W<br>T= Assumption  |                        |
|          | FC                        | FINANCIAL CORRESPONDENCE   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA     | T= Assumption  |                        |
|          | LC                        | LEVY CALCULATIONS  | Official Copy          | P<br>2        | 0<br>0     | P<br>D      | RA     | Vital  |                        |
|          | LD                        | LEGAL DOCUMENTS (At 25 years, records can be accessed through Corporate Records) |                        |               |            |             |        |  |                        |
|          |                           | OTHER  | OTHER DEPARTMENTS      | Official Copy | T+2<br>2   | 23<br>0     | D<br>D | RA   | T= Assumption          |
|          |                           | T&W  | TRANSPORTATION & WORKS | Official Copy | T+2<br>2   | P<br>0      | P<br>D | RA   | Vital<br>T= Assumption |
|          | LG                        | LOT GRADINGS   | Official Copy          | T+2<br>2      | 23<br>0    | D<br>D      | RA     | T= Assumption  |                        |
|          | SE                        | SECURITIES   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Vital<br>T= Assumption   |                        |
|          | SL                        | SOLICITORS LETTERS   | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | OA     | Official Holder: P&B   |                        |
|          | TR                        | TEST RESULTS   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Vital<br>T= Assumption   |                        |
|          | WF                        | WORK FILE  | Official Copy          | T+2<br>2      | 23<br>0    | D<br>D      | RA     | Official Holder: T&W<br>T= Assumption  |                        |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES    |  | RETENTION              |               | FINAL DISP | ACCESS CODE | NOTES   |   |
|----------|--------------------------|--|------------------------|---------------|------------|-------------|---|---|
|          |                          |  | Active                 | Semi-active   |            |             |   |   |
| CD.OPA   | OFFICIAL PLAN AMENDMENTS |  |                        |               |            |             |   |   |
|          | AM                       | AMENDMENT  | Official Copy          | 2<br>2        | P<br>0     | P<br>D      | OA<br>Official Holder: P&B  |   |
|          | CO                       | CORRESPONDENCE   |                        |               |            |             |   |   |
|          |                          | OTHER  | OTHER DEPARTMENTS      | Official Copy | T+2<br>2   | 4<br>0      | D<br>D  | RA<br>T= Approval   |
| P&B      |                          | PLANNING & BUILDING  | Official Copy          | T+2<br>2      | 28<br>0    | D<br>D      | RA<br>T= Approval   |   |
| CD.OZ    | REZONINGS                |  |                        |               |            |             |   |   |
|          | AC                       | ACQUISITIONS   | Official Copy          | 2<br>2        | P<br>0     | P<br>D      | RA<br>Official Holders: Realty & Legal Services Vital                                 |   |
|          | CO                       | CORRESPONDENCE   |                        |               |            |             |   |   |
|          |                          | OTHER  | OTHER DEPARTMENTS      | Official Copy | T+2<br>2   | 4<br>0      | D<br>D  | RA<br>T= All conditions met                                     |
|          |                          | P&B  | PLANNING & BUILDING    | Official Copy | T+2<br>2   | 28<br>0     | D<br>D  | RA  |
|          | DI                       | DISPOSALS  | Official Copy          | T+2<br>2      | 38<br>0    | D<br>D      | RA<br>Official Holders: Realty & Legal Services Vital<br>T= Completion of transaction |   |
|          | DR                       | DRAWINGS   |                        |               |            |             |   |   |
|          |                          | OTHER  | OTHER DEPARTMENTS      | Official Copy | T+2<br>2   | 4<br>0      | D<br>D  | OA<br>T= Execution of servicing agreement or all conditions met |
|          |                          | P&B  | PLANNING & BUILDING    | Official Copy | T+2<br>2   | 28<br>0     | D<br>D  | OA  |
|          | EA                       | EASEMENTS  | Official Copy          | 2<br>2        | P<br>0     | P<br>D      | RA<br>Official Holders: Realty & Legal Services Vital                                 |   |
|          | ER                       | EROSION & SEDIMENT CONTROL   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA<br>Official Holder: T&W<br>T= All conditions met                                   |   |
|          | FC                       | FINANCIAL CORRESPONDENCE   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA<br>T= All conditions met   |   |
|          | LD                       | LEGAL DOCUMENTS (At 25 years, records can be accessed through Corporate Records) |                        |               |            |             |   |   |
|          |                          | OTHER  | OTHER DEPARTMENTS      | Official Copy | T+2<br>2   | 23<br>0     | D<br>D  | RA<br>T= All conditions met                                     |
|          |                          | T&W  | TRANSPORTATION & WORKS | Official Copy | T+2<br>2   | P<br>0      | P<br>D  | RA<br>Vital<br>T= All conditions met                            |
|          | SE                       | SECURITIES   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital<br>T= All conditions met  |   |
|          | TR                       | TEST RESULTS   | Official Copy          | T+2<br>2      | 4<br>0     | D<br>D      | RA<br>T= All conditions met   |   |
|          | WF                       | WORK FILE  | Official Copy          | T+2<br>2      | 23<br>0    | D<br>D      | RA<br>Official Holder: T&W<br>T= All conditions met                                   |   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE     | CLASSIFICATION TITLES                |                          | RETENTION           |               |               | FINAL DISP | ACCESS CODE | NOTES  |                                  |                       |
|--------------|--------------------------------------|--------------------------|---------------------|---------------|---------------|------------|-------------|--------|----------------------------------|-----------------------|
|              |                                      |                          | Active              |               | Semi-active   |            |             |        |                                  |                       |
| CD.PCC       | CONDOMINIUMS – REGISTERED            |                          |                     |               |               |            |             |        |                                  |                       |
|              | AC                                   | ACQUISITIONS             |                     | Official Copy | P<br>2        | 0<br>0     | P<br>D      | RA     | Official Holder: Realty Services |                       |
|              | CO                                   | CORRESPONDENCE           |                     |               |               |            |             |        |                                  |                       |
|              |                                      | OTHER                    | OTHER DEPARTMENTS   |               | Official Copy | T+2<br>2   | 8<br>0      | D<br>D | RA                               | T= All conditions met |
|              |                                      | P&B                      | PLANNING & BUILDING |               | Official Copy | T+2<br>2   | 28<br>0     | D<br>D | RA                               | T= All conditions met |
|              | DR                                   | DRAWINGS                 |                     |               |               |            |             |        |                                  |                       |
|              |                                      | OTHER                    | OTHER DEPARTMENTS   |               | Official Copy | T+2<br>2   | 8<br>0      | D<br>D | OA                               | T= All conditions met |
|              |                                      | P&B                      | PLANNING & BUILDING |               | Official Copy | T+2<br>2   | 28<br>0     | D<br>D | OA                               | T= All conditions met |
|              | EA                                   | EASEMENTS                |                     | Official Copy | P<br>2        | 0<br>0     | P<br>D      | RA     | Official Holder: Realty Services |                       |
|              | FC                                   | FINANCIAL CORRESPONDENCE |                     | Official Copy | T+2<br>2      | 4<br>0     | D<br>D      | RA     | T= All conditions met            |                       |
|              | SE                                   | SECURITIES               |                     | Official Copy | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Vital<br>T= All conditions met   |                       |
|              | SL                                   | SOLICITORS LETTERS       |                     | Official Copy | 2<br>2        | 4<br>0     | D<br>D      | OA     |                                  |                       |
| CD.<br>PCECP | PEEL COMMON ELEMENT CONDOMINIUM PLAN |                          |                     |               |               |            |             |        |                                  |                       |
|              | AC                                   | ACQUISITIONS             |                     | Official Copy | P<br>2        | 0<br>0     | P<br>D      | RA     | Official Holder: Realty Services |                       |
|              | CO                                   | CORRESPONDENCE           |                     |               |               |            |             |        |                                  |                       |
|              |                                      | OTHER                    | OTHER DEPARTMENTS   |               | Official Copy | T+2<br>2   | 8<br>0      | D<br>D | RA                               | T= All conditions met |
|              |                                      | P&B                      | PLANNING & BUILDING |               | Official Copy | T+2<br>2   | 28<br>0     | D<br>D | RA                               | T= All conditions met |
|              | DR                                   | DRAWINGS                 |                     |               |               |            |             |        |                                  |                       |
|              |                                      | OTHER                    | OTHER DEPARTMENTS   |               | Official Copy | T+2<br>2   | 8<br>0      | D<br>D | RA                               | T= All conditions met |
|              |                                      | P&B                      | PLANNING & BUILDING |               | Official Copy | T+2<br>2   | 28<br>0     | D<br>D | RA                               | T= All conditions met |
|              | EA                                   | EASEMENTS                |                     | Official Copy | P<br>2        | 0<br>0     | P<br>D      | RA     | Official Holder: Realty Services |                       |
|              | FC                                   | FINANCIAL CORRESPONDENCE |                     | Official Copy | T+2<br>2      | 4<br>0     | D<br>D      | RA     | T= All conditions met            |                       |
|              | SE                                   | SECURITIES               |                     | Official Copy | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Vital<br>T= All conditions met   |                       |
|              | SL                                   | SOLICITORS LETTERS       |                     | Official Copy | 2<br>2        | 4<br>0     | D<br>D      | RA     |                                  |                       |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES          |                          | RETENTION           |               |             | FINAL DISP | ACCESS CODE | NOTES                            |                       |
|----------|--------------------------------|--------------------------|---------------------|---------------|-------------|------------|-------------|----------------------------------|-----------------------|
|          |                                |                          | Active              |               | Semi-active |            |             |                                  |                       |
| CD. PPCP | PEEL PHASED CONDOMINIUM PLAN   |                          |                     |               |             |            |             |                                  |                       |
|          | AC                             | ACQUISITIONS             | Official Copy       | P 2           | 0 0         | P D        | RA          | Official Holder: Realty Services |                       |
|          | CO                             | CORRESPONDENCE           |                     |               |             |            |             |                                  |                       |
|          |                                | OTHER                    | OTHER DEPARTMENTS   | Official Copy | T+2 2       | 8 0        | D D         | RA                               | T= All conditions met |
|          |                                | P&B                      | PLANNING & BUILDING | Official Copy | T+2 2       | 28 0       | D D         | RA                               | T= All conditions met |
|          | DR                             | DRAWINGS                 |                     |               |             |            |             |                                  |                       |
|          |                                | OTHER                    | OTHER DEPARTMENTS   | Official Copy | T+2 2       | 8 0        | D D         | RA                               | T= All conditions met |
|          |                                | P&B                      | PLANNING & BUILDING | Official Copy | T+2 2       | 28 0       | D D         | RA                               | T= All conditions met |
|          | EA                             | EASEMENTS                | Official Copy       | P 2           | 0 0         | P D        | RA          | Official Holder: Realty Service  |                       |
|          | FC                             | FINANCIAL CORRESPONDENCE | Official Copy       | T+2 2         | 4 0         | D D        | RA          | T= All conditions met            |                       |
|          | SE                             | SECURITIES               | Official Copy       | T+2 2         | 4 0         | D D        | RA          | Vital<br>T= All conditions met   |                       |
|          | SL                             | SOLICITORS LETTERS       | Official Copy       | 2 2           | 4 0         | D D        | RA          |                                  |                       |
| CD. PSCP | PEEL STANDARD CONDOMINIUM PLAN |                          |                     |               |             |            |             |                                  |                       |
|          | AC                             | ACQUISITIONS             | Official Copy       | P 2           | 0 0         | P D        | RA          | Official Holder: Realty Services |                       |
|          | CO                             | CORRESPONDENCE           |                     |               |             |            |             |                                  |                       |
|          |                                | OTHER                    | OTHER DEPARTMENTS   | Official Copy | T+2 2       | 8 0        | D D         | RA                               | T= All conditions met |
|          |                                | P&B                      | PLANNING & BUILDING | Official Copy | T+2 2       | 28 0       | D D         | RA                               | T= All conditions met |
|          | DR                             | DRAWINGS                 |                     |               |             |            |             |                                  |                       |
|          |                                | OTHER                    | OTHER DEPARTMENTS   | Official Copy | T+2 2       | 8 0        | D D         | RA                               | T= All conditions met |
|          |                                | P&B                      | PLANNING & BUILDING | Official Copy | T+2 2       | 28 0       | D D         | RA                               | T= All conditions met |
|          | EA                             | EASEMENTS                | Official Copy       | P 2           | 0 0         | P D        | RA          | Official Holder: Realty Services |                       |
|          | FC                             | FINANCIAL CORRESPONDENCE | Official Copy       | T+2 2         | 4 0         | D D        | RA          | T= All conditions met            |                       |
|          | SE                             | SECURITIES               | Official Copy       | T+2 2         | 4 0         | D D        | RA          | Vital<br>T= All conditions met   |                       |
|          | SL                             | SOLICITORS LETTERS       | Official Copy       | 2 2           | 4 0         | D D        | RA          |                                  |                       |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE     | CLASSIFICATION TITLES             |  | RETENTION              |               |               | FINAL DISP | ACCESS CODE | NOTES                  |  |                        |
|--------------|-----------------------------------|--|------------------------|---------------|---------------|------------|-------------|------------------------|--|------------------------|
|              |                                   |  | Active                 | Semi-active   |               |            |             |                        |  |                        |
| CD.<br>PVLCP | PEEL VACANT LAND CONDOMINIUM PLAN |  |                        |               |               |            |             |                        |  |                        |
|              | AC                                | ACQUISITIONS   |                        | Official Copy | P 2           | 0 0        | P D         | RA                     | Official Holder: Realty Services   |                        |
|              | CO                                | CORRESPONDENCE   |                        |               |               |            |             |                        |  |                        |
|              |                                   | OTHER  | OTHER DEPARTMENTS      |               | Official Copy | T+2 2      | 8 0         | D D                    | RA   | T= All conditions met  |
|              |                                   | P&B  | PLANNING & BUILDING    |               | Official Copy | T+2 2      | 28 0        | D D                    | RA   | T= All conditions met  |
|              | DR                                | DRAWINGS   |                        |               |               |            |             |                        |  |                        |
|              |                                   | OTHER  | OTHER DEPARTMENTS      |               | Official Copy | T+2 2      | 8 0         | D D                    | RA   | T= All conditions met  |
|              |                                   | P&B  | PLANNING & BUILDING    |               | Official Copy | T+2 2      | 28 0        | D D                    | RA   | T= All conditions met  |
|              | EA                                | EASEMENTS  |                        | Official Copy | P 2           | 0 0        | P D         | RA                     | Official Holder: Realty Services   |                        |
|              | FC                                | FINANCIAL CORRESPONDENCE   |                        | Official Copy | T+2 2         | 4 0        | D D         | RA                     | T= All conditions met  |                        |
|              | SE                                | SECURITIES   |                        | Official Copy | T+2 2         | 4 0        | D D         | RA                     | Vital<br>T= All conditions met   |                        |
|              | SL                                | SOLICITORS LETTERS   |                        | Official Copy | 2 2           | 4 0        | D D         | RA                     |  |                        |
| CD.RP        | REGISTERED PLANS                  |  |                        |               |               |            |             |                        |  |                        |
|              | CO                                | CORRESPONDENCE   |                        | Official Copy | T+2 2         | 28 0       | D D         | RA                     | T= Assumption  |                        |
|              | DR                                | DRAWINGS   |                        | Official Copy | T+2 2         | 28 0       | D D         | OA                     | Official Holder: P&B<br>Copies: Other Depts<br><br>T= Execution of Servicing Agreement |                        |
|              | FC                                | FINANCIAL CORRESPONDENCE   |                        | Official Copy | T+2 2         | 4 0        | D D         | RA                     | T= Assumption  |                        |
|              | LD                                | LEGAL DOCUMENTS (At 25 years, records can be accessed through Corporate Records) |                        |               |               |            |             |                        |  |                        |
|              |                                   | OTHER  | OTHER DEPARTMENTS      |               | Official Copy | T+2 2      | 23 0        | D D                    | RA   | Vital<br>T= Assumption |
|              |                                   | T&W  | TRANSPORTATION & WORKS |               | Official Copy | T+2 2      | P 0         | P D                    | RA   | Vital<br>T= Assumption |
| SE           | SECURITIES                        |  | Official Copy          | T+2 2         | 4 0           | D D        | RA          | Vital<br>T= Assumption |  |                        |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES |                            | RETENTION              |               |          | FINAL DISP | ACCESS CODE | NOTES   |  |
|----------|-----------------------|----------------------------|------------------------|---------------|----------|------------|-------------|---|--|
|          |                       |                            | Active                 | Semi-active   |          |            |             |   |  |
| CD.SP    | SITE PLANS            |                            |                        |               |          |            |             |   |  |
|          | AC                    | ACQUISITIONS               | Official Copy          | 2<br>2        | P<br>0   | P<br>D     | RA          | Official Holder: Realty & Legal Services<br><br>Vital |  |
|          | CO                    | CORRESPONDENCE             |                        |               |          |            |             |   |  |
|          |                       | OTHER                      | OTHER DEPARTMENTS      | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA  | T= All conditions met  |
|          |                       | P&B                        | PLANNING & BUILDING    | Official Copy | T+2<br>2 | 28<br>0    | D<br>D      | RA  | T= All conditions met  |
|          | DR                    | DRAWINGS                   |                        |               |          |            |             |   |  |
|          |                       | OTHER                      | OTHER DEPARTMENTS      | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | OA  | T= All conditions met  |
|          |                       | P&B                        | PLANNING & BUILDING    | Official Copy | T+2<br>2 | 28<br>0    | D<br>D      | OA  | T= All conditions met  |
|          | EA                    | EASEMENTS                  | Official Copy          | 2<br>2        | P<br>0   | P<br>D     | RA          | Official Holder: Realty & Legal Services<br><br>Vital |  |
|          | ER                    | EROSION & SEDIMENT CONTROL | Official Copy          | T+2<br>2      | 4<br>0   | D<br>D     | RA          | Official Holder: T&W<br>T= All conditions met         |  |
|          | FC                    | FINANCIAL CORRESPONDENCE   | Official Copy          | T+2<br>2      | 4<br>0   | D<br>D     | RA          | T= All conditions met                                 |  |
|          | LD                    | LEGAL DOCUMENTS            |                        |               |          |            |             |   |  |
|          |                       | OTHER                      | OTHER DEPARTMENTS      | Official Copy | T+2<br>2 | 23<br>0    | D<br>D      | RA  | T= All conditions met  |
|          |                       | T&W                        | TRANSPORTATION & WORKS | Official Copy | T+2<br>2 | P<br>0     | P<br>D      | RA  | Vital<br>T= All conditions met<br>At 25 years, records can be accessed through Corporate Records |
|          | SE                    | SECURITIES                 | Official Copy          | T+2<br>2      | 4<br>0   | D<br>D     | RA          | Vital<br>T= All conditions met                        |  |
|          | TR                    | TEST RESULTS               | Official Copy          | T+2<br>2      | 4<br>0   | D<br>D     | RA          | Official Holder: T&W<br>T= All conditions met         |  |
| CD.SP.W  | SITE PLAN WAIVERS     |                            |                        |               |          |            |             |   |  |
|          | CO                    | CORRESPONDENCE             | Official Copy          | T+2<br>2      | 8<br>0   | D<br>D     | RA          | T= Decision is made                                   |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES   | RETENTION                  |               |          | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|-------------------------|----------------------------|---------------|----------|------------|-------------|-------|--|
|          |                         | Active                     | Semi-active   |          |            |             |       |  |
| CD.T     | SUBDIVISIONS – PROPOSED |                            |               |          |            |             |       |  |
|          | CO                      | CORRESPONDENCE             | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | T= File closed                         |
|          | DR                      | DRAWINGS                   | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | OA    | T= File closed                         |
|          | ER                      | EROSION & SEDIMENT CONTROL | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | Official Holder: T&W<br>T= File closed |
|          | FC                      | FINANCIAL CORRESPONDENCE   | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | T= File closed                         |
|          | LD                      | LEGAL DOCUMENTS            | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | T= File closed                         |
|          | LG                      | LOT GRADING                | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | T= File is closed                      |
|          | SE                      | SECURITIES                 | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | Vital<br>T= File closed                |
|          | TR                      | TEST RESULTS               | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | T= File closed                         |
|          | WF                      | WORK FILE                  | Official Copy | T+2<br>2 | 4<br>0     | D<br>D      | RA    | Official Holder: T&W<br>T= File closed |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS<br>CODE | CLASSIFICATION TITLES | RETENTION        |                 | FINAL<br>DISP | ACCESS<br>CODE | NOTES |  |
|-------------|-----------------------|------------------|-----------------|---------------|----------------|-------|--|
|             |                       | Active           | Semi-<br>active |               |                |       |  |
| CP          | CAPITAL PROJECTS      |                  |                 |               |                |       |  |
| CP.00       | CAPITAL PROJECTS      | Official<br>Copy | T+2<br>2        | 13<br>0       | D<br>D         | RA    | Vital<br><br>T= Completion of<br>Project |



# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                                       | RETENTION     |             |        | FINAL DISP | ACCESS CODE | NOTES  |
|----------|---|---------------|-------------|--------|------------|-------------|--|
|          |   | Active        | Semi-active |        |            |             |  |
| CS       | COMMUNITY & SOCIAL SERVICES                                 |               |             |        |            |             |  |
| CS.01    | EMERGENCY MEDICAL SERVICES, HOSPITALS AND OTHER HEALTH CARE | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.03    | NON-PROFIT HOUSING  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.04    | GROUP HOMES & INSTITUTIONS                                  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.05    | SCHOOLS & EDUCATION   | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.06    | LIBRARIES   | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.07    | MUSEUMS, ART GALLERIES & CULTURAL CENTRES                   | Official Copy | 2<br>2      | 8<br>0 | D<br>D     | RA          |  |
| CS.08    | HERITAGE & DESIGNATIONS                                     |               |             |        |            |             |  |
|          | CASE      CASE FILES – HERITAGE PROPERTIES                  | Official Copy | 2<br>2      | P<br>0 | P<br>D     | RA          | Official Holder: Heritage, CMS                                   |
|          | SUB      SUBJECT FILES                                      | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Archival   |
| CS.09    | UTILITY SERVICES  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.10    | POLICE  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.11    | EMERGENCY PLANNING  | Official Copy | S+2<br>2    | 4<br>0 | D<br>D     | RA          | Vital  |
| CS.12    | HUMAN RIGHTS  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.13    | FIRE ROUTES   | Official Copy | S+2<br>2    | 4<br>0 | D<br>D     | RA          | Official Holder: Fire<br>Vital                                   |
| CS.14    | FIRE PREVENTION   | Official Copy | 2<br>2      | 8<br>0 | D<br>D     | XA          | Official Holder: Fire Prevention<br>Vital<br>XA: Case files only |
| CS.15    | ANIMAL CONTROL  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
| CS.16    | POSTAL SERVICE (CANADA POST)                                | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

|       |                           |               |              |        |        |    |                                  |
|-------|---------------------------|---------------|--------------|--------|--------|----|----------------------------------|
| CS.17 | SOCIAL ISSUES             | Official Copy | 2<br>2       | 4<br>0 | D<br>D | RA |                                  |
| CS.18 | CEMETERIES                |               |              |        |        |    |                                  |
|       | CASE CASE FILES           | Official Copy | P<br>2       | 0<br>0 | P<br>D | XA | Official Holder: Cemeteries, CMS |
|       | SUB SUBJECT FILES         | Official Copy | 2<br>2       | 4<br>0 | D<br>D | RA | Archival Vital                   |
| CS.19 | SERVICES – OTHER          | Official Copy | 2<br>2       | 4<br>0 | D<br>D | RA |                                  |
| CS.20 | FIRE INCIDENTS            | Official Copy | 2<br>2       | 8<br>0 | D<br>D | XA | Official Holder: Fire Vital      |
| CS.21 | THEATRE PRODUCTIONS       | Official Copy | 2<br>2       | 8<br>0 | D<br>D | RA | Official Holder: Theatres, CMS   |
| CS.22 | COMMUNICATION AUDIO DISKS | Official Copy | 30 days<br>0 | 6<br>0 | D<br>D | XA | Official Holder: Fire Vital      |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                        | RETENTION                                |               |        | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|--|--|---------------|--------|------------|-------------|-------|--|
|          |  | Active                                   | Semi-active   |        |            |             |       |  |
| EC       | ENVIRONMENT & CONSERVATION                   |  |               |        |            |             |       |  |
| EC.01    | WATERWAYS & DRAINAGE                         |  |               |        |            |             |       |  |
|          | CASE   | CASE FILES                               | Official Copy | 2<br>2 | 28<br>0    | D<br>D      | RA    |  |
|          | SUB  | SUBJECT FILES                            | Official Copy | 2<br>2 | 4<br>0     | D<br>D      | RA    |  |
| EC.02    | WATERFRONTS                                  |  |               |        |            |             |       |  |
|          | CASE   | CASE FILES                               | Official Copy | 2<br>2 | 28<br>0    | D<br>D      | RA    |  |
|          | SUB  | SUBJECT FILES                            | Official Copy | 2<br>2 | 4<br>0     | D<br>D      | RA    |  |
| EC.03    | WATER QUALITY                                |  | Official Copy | 2<br>2 | 5<br>0     | D<br>D      | RA    |  |
| EC.04    | WASTE MANAGEMENT, GARBAGE & RECYCLING        |  |               |        |            |             |       |  |
|          | HIS  | HISTORICAL INFORMATION ON LANDFILL SITES | Official Copy | 2<br>2 | 48<br>0    | D<br>D      | RA    | At 7 years, record can be accessed through Corporate Records |
|          | SUB  | SUBJECT FILES                            | Official Copy | 2<br>2 | 5<br>0     | D<br>D      | RA    | Review for historical information after 7 years              |
| EC.05    | HAZARDOUS MATERIALS                          |  |               |        |            |             |       |  |
|          | CASE   | CASE FILES                               | Official Copy | 2<br>2 | 18<br>0    | D<br>D      | RA    |  |
|          | SUB  | SUBJECT FILES                            | Official Copy | 2<br>2 | 4<br>0     | D<br>D      | RA    |  |
| EC.06    | AIR POLLUTION & CONTROL                      |  | Official Copy | 2<br>2 | 4<br>0     | D<br>D      | RA    |  |
| EC.07    | NOISE POLLUTION & CONTROL                    |  | Official Copy | 2<br>2 | 5<br>0     | D<br>D      | RA    |  |
| EC.08    | SURFACE & SUBSURFACE CONTAMINATION & TESTING |  |               |        |            |             |       |  |
|          | CASE   | CASE FILES                               | Official Copy | 2<br>2 | 28<br>0    | D<br>D      | RA    |  |
|          | SUB  | SUBJECT FILES                            | Official Copy | 2<br>2 | 4<br>0     | D<br>D      | RA    |  |
| EC.09    | WEED CONTROL                                 |  | Official Copy | 2<br>2 | 5<br>0     | D<br>D      | RA    | Official Holder: Urban Forestry, CMS                         |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES        | RETENTION     |               |             | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|------------------------------|---------------|---------------|-------------|------------|-------------|-------|--|
|          |                              | Active        |               | Semi-active |            |             |       |  |
| EC.10    | ENVIRONMENT PROTECTION AREAS |               |               |             |            |             |       |  |
|          | PROJ                         | PROJECT FILES | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    |  |
|          | SUB                          | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| EC.11    | GREENBELTS                   |               |               |             |            |             |       |  |
|          | PROJ                         | PROJECT FILES | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    |  |
|          | SUB                          | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| EC.12    | WOODLOTS                     |               | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | RA    |  |
| EC.13    | WETLANDS                     |               | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | RA    |  |
| EC.14    | ENVIRONMENTAL ASSESSMENT     |               |               |             |            |             |       |  |
|          | PROJ                         | PROJECT FILES | Official Copy | 2<br>2      | 15<br>0    | D<br>D      | RA    |  |
|          | SUB                          | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| EC.15    | SANITARY SEWAGE              |               | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | RA    |  |
| EC.16    | ENERGY CONSERVATION          |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| EC.17    | WEATHER MONITORING           |               | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | RA    |  |
| EC.18    | NATURAL RESOURCES            |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| EC.19    | ENVIRONMENT – OTHER          |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES           | RETENTION                               |               | FINAL DISP | ACCESS CODE | NOTES  |  |   |
|----------|---------------------------------|---|---------------|------------|-------------|--------|--|---|
|          |                                 | Active                                  | Semi-active   |            |             |        |  |   |
| FA       | FINANCE & ACCOUNTING            |   |               |            |             |        |  |   |
| FA.01    | GENERAL LEDGER & DETAIL         |   |               |            |             |        |  |   |
|          | ORIG                            | ORIGINAL GENERAL LEDGER & DETAIL        | Official Copy | 2<br>2     | P<br>0      | P<br>D | OA   | Official Holder: Finance<br><br>Copies: Computer printouts circulated to other departments<br><br>Vital |
|          | SUB                             | SUBJECT FILES                           | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA   |   |
| FA.02    | FINANCIAL STATEMENTS & REPORTS  |   |               |            |             |        |  |   |
|          | ORIG                            | ORIGINAL FINANCIAL STATEMENTS & REPORTS | Official Copy | 2<br>2     | P<br>0      | P<br>D | OA   | Official Holder: Finance<br>Archival, Vital   |
|          | SUB                             | SUBJECT FILES                           | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA   |   |
| FA.03    | JOURNAL VOUCHERS & REGISTERS    | Official Copy                           | 2<br>2        | 4<br>0     | D<br>D      | OA     | Vital  |   |
| FA.04    | CASH MANAGEMENT & RESERVE FUNDS | Official Copy                           | 2<br>2        | 4<br>0     | D<br>D      | RA     | Official Holder: Finance<br>Vital  |   |
| FA.05    | GRANTS & SUBSIDIES RECEIVED     | Official Copy                           | 2<br>2        | 5<br>0     | D<br>D      | RA     | Vital<br>Copies: 2 year retention must be fulfilled                                    |   |
| FA.06    | CAPITAL GRANTS RECEIVED         | Official Copy                           | 2<br>2        | 18<br>0    | D<br>D      | RA     | DISCONTINUED<br>Copies: 2 year retention must be fulfilled<br>Vital                    |   |
| FA.07    | GRANTS IN LIEU OF TAXES         | Official Copy                           | 2<br>2        | 18<br>0    | D<br>D      | RA     | Official Holder: Revenue<br>Copies: 2 year retention must be fulfilled<br>Vital        |   |
| FA.08    | TAX REVENUE & COLLECTIONS       | Official Copy                           | 2<br>2        | 4<br>0     | D<br>D      | RA     | Official Holder: Revenue<br>Vital<br>PIB<br>Copies: 2 year retention must be fulfilled |   |
| FA.09    | ASSESSMENT INFORMATION          | Official Copy                           | 2<br>2        | 4<br>0     | D<br>D      | RA     |  |   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES  | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES  |
|----------|--|---------------|-------------|------------|-------------|--|
|          |  | Active        | Semi-active |            |             |  |
| FA.10    | ASSESSMENT ROLLS   |               |             |            |             |  |
|          | AMEND AMENDED ASSESSMENT ROLLS                                   | Official Copy | 2<br>2      | 13<br>0    | D<br>D      | RA<br>Official Holder: OCC<br>Vital  |
|          | ORIG ORIGINAL ASSESSMENT ROLLS                                   | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA<br>Official Holder: OCC<br>Archival   |
|          | SUB SUBJECT FILES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA   |
| FA.11    | FEES & OTHER REVENUES<br>(INCLUDES ACCOUNTS RECEIVABLE INVOICES) | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital<br>Copies: 2 year retention must be fulfilled  |
| FA.12    | BANKING & RECONCILIATIONS  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital  |
| FA.13    | TAX ADJUSTMENTS  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Official Holder: Revenue<br>Vital  |
| FA.14    | PAID VOUCHERS<br>(INCLUDES DEPARTMENTAL SOURCE DOCUMENTS)        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital<br>Copies: 2 year retention must be fulfilled  |
| FA.15    | PERSONAL EXPENSES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Official Holder: Finance<br>Vital  |
| FA.16    | CORPORATE GRANTS, SUBSIDIES & DONATIONS                          | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital<br>PIB<br>Copies: 2 year retention must be fulfilled                                       |
| FA.17    | TAX PAID (FEDERAL & PROVINCIAL)                                  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital  |
| FA.18    | CURRENT BUDGET   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>DISCONTINUED   |
| FA.19    | CURRENT & CAPITAL BUDGET   | Official Copy | 2<br>2      | 8<br>0     | D<br>D      | RA   |
| FA.20    | BUDGETS – OTHER  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA   |
| FA.21    | REFUNDS & OTHER CREDITS  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Copies: 2 year retention must be fulfilled<br>Vital  |
| FA.22    | TENDERS, QUOTES, PROPOSALS & RESULTING CONTRACTS & AGREEMENTS    | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br>DISCONTINUED<br>Copies: 2 year retention must be fulfilled<br>Vital<br>T= Real Contract end date |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES  |                     | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|--|---------------------|---------------|-------------|------------|-------------|-------|--|
|          |  |                     | Active        | Semi-active |            |             |       |  |
| FA.25    | INVENTORY & CAPITAL ASSETS   |                     |               |             |            |             |       |  |
|          | ORIG   | ORIGINAL INVENTORY  | Official Copy | 2<br>2      | P<br>0     | P<br>D      | RA    | Vital  |
|          | SUB  | SUBJECT FILES       | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Review for Original Inventory after 6 years                  |
| FA.26    | WARRANTIES & GUARANTEES  |                     | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | Vital<br>T= Expiry   |
| FA.27    | EMPLOYEE RECORDS – PAYROLL   |                     |               |             |            |             |       |  |
|          | CASE   | EMPLOYEE CASE FILES | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | XA    | Official Holder: Payroll<br>Vital; PIB<br><br>T= Termination |
|          | REG  | PAYROLL REGISTER    | Official Copy | 2<br>2      | 73<br>0    | D<br>D      | XA    | Official Holder: Payroll<br>Vital                            |
|          | SUB  | SUBJECT FILES       | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | XA    |  |
| FA.29    | CREDIT CARD AUTHORIZATIONS & USE   |                     | Official Copy | 2<br>2      | 0<br>0     | D<br>D      | RA    |  |
| FA.30    | CHEQUE LISTS/REGISTERS   |                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: Finance<br>Vital                            |
| FA.31    | CASH IN LIEU (At 25 years, records can be accessed through Corporate Records.) |                     |               |             |            |             |       |  |
|          | CASE   | CASE FILES          | Official Copy | 2<br>2      | P<br>0     | P<br>D      | RA    | Official Holders:<br>Realty Services; P&B<br>Vital           |
|          | SUB  | SUBJECT FILES       | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Other Departments  |
| FA.32    | SECURITIES   |                     | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | Vital<br><br>T= Release of<br>security or file closed        |
| FA.33    | CHARGE BACKS   |                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| FA.34    | REASSESSMENT   |                     | Official Copy | T+2<br>2    | 18<br>0    | D<br>D      | RA    | T = Implementation of<br>reassessment                        |
| FA.35    | LEVIES/DEVELOPMENT FUND  |                     | Official Copy | 2<br>2      | 18<br>0    | D<br>D      | RA    | Vital  |
| FA.36    | ASSESSMENT APPORTIONMENT   |                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: Revenue<br>Vital                            |
| FA.37    | TAX LEVIES PAID<br>(SCHOOL BOARDS & REGION OF PEEL)                            |                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: Revenue                                     |
| FA.38    | DEBENTURES   |                     | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | Official Holder: Finance<br>Vital<br><br>T= Maturity         |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                                    | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES  |
|----------|--|---------------|-------------|------------|-------------|--|
|          |  | Active        | Semi-active |            |             |  |
| FA.39    | CANADA SAVINGS BONDS                                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | XA<br>Official Holder: Finance<br>Vital  |
| FA.41    | TAX ROLLS  | Official Copy | P<br>2      | 0<br>0     | P<br>D      | RA<br>Official Holder: Revenue<br>Vital<br>PIB   |
| FA.42    | SUPPLEMENTARY ASSESSMENTS (TAX)                          |               |             |            |             |  |
|          | ORIG ORIGINAL ASSESSMENTS                                | Official Copy | P<br>2      | 0<br>0     | P<br>D      | RA<br>DISCONTINUED<br>Official Holder: Revenue<br>Vital  |
|          | SUB SUBJECT FILES  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA   |
| FA.43    | TAX SALES  | Official Copy | 2<br>2      | 18<br>0    | D<br>D      | XA<br>Official Holder: Revenue<br>Vital  |
| FA.44    | FEDERAL/PROVINCIAL LOANS/GRANTS ADMINISTERED BY THE CITY | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | XA<br>Copies: 2 year retention must be fulfilled<br>XA: Case Files only  |
| FA.45    | INTERNAL REQUISITIONS                                    | Official Copy | 2<br>2      | 0<br>0     | D<br>D      | RA   |
|          | Avanti System  | Official      | 4           | 0          | D           | RA<br>Official Holder: Printing  |
| FA.46    | INVENTORY & CURRENT ASSETS                               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA   |
| FA.47    | LOANS GRANTED BY THE CITY                                | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | XA<br>Official Holder: Finance<br>Copies: 2 year retention must be fulfilled<br>Vital<br>T= Repayment of loan                                    |
| FA.48    | PROCUREMENT  | Official Copy | T+2<br>2    | 0<br>0     | D<br>D      | RA<br>DISCONTINUED<br>Vital<br>T= Real Contract end date   |
| FA.49    | PROCUREMENT & EXTERNAL SUPPLY CONTRACTS                  | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br>Copies: 2 year retention must be fulfilled<br>Vital<br>T= Real Contract end date<br>Working files purged 2 years after contract is awarded |
| FA.50    | MILL RATE  | Official Copy | 2<br>2      | 18<br>0    | D<br>D      | RA   |



# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES  |   | RETENTION     |             |      | FINAL DISP | ACCESS CODE | NOTES  |
|----------|--|---|---------------|-------------|------|------------|-------------|--|
|          |  |   | Active        | Semi-active |      |            |             |  |
| HR       | HUMAN RESOURCES  |   |               |             |      |            |             |  |
| HR.01    | ORGANIZATIONAL CHARTS  |   |               |             |      |            |             |  |
|          | ORIG   | ORIGINAL CHARTS   | Official Copy | S 2         | P 0  | P D        | OA          | Official Holder: HR Archival   |
|          | SUB  | SUBJECT FILES   | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| HR.02    | STANDARDS & CONDUCT  |   | Official Copy | 2 2         | 4 0  | D D        | RA          |  |
| HR.03    | EMPLOYEE RECORDS (PERMANENT STAFF)   |   | Official Copy | T+2 2       | 48 0 | D D        | XA          | Official Holder: HR Vital, PIB<br>T= Termination                     |
| HR.04    | EMPLOYEE RECORDS (TEMPORARY & PART TIME STAFF)   |   | Official Copy | T+2 2       | 18 0 | D D        | XA          | Official Holder: HR Vital, PIB<br>T= Termination                     |
| HR.05    | RECRUITMENT & JOB POSTINGS   |   |               |             |      |            |             |  |
|          | COM  | COMPETITION FILES<br>Unsolicited/unused applications discarded after 6 months | Official Copy | 1 1         | 0 0  | D D        | XA          | Official Holder: HR Vital, PIB                                       |
|          | RES  | RESCINDED OFFERS OF EMPLOYMENT  | Official Copy | 2 0         | 0 0  | D D        | XA          | Official Holder: HR  |
| HR.06    | VOLUNTEERS   |   | Official Copy | 2 2         | 0 0  | D D        | XA          | PIB  |
| HR.07    | SALARIES & JOB EVALUATION STUDIES  |   | Official Copy | S+2 2       | 4 0  | D D        | XA          | Official Holder: HR  |
| HR.08    | LABOUR RELATIONS (INCLUDES EMPLOYEE GRIEVANCES)  |   |               |             |      |            |             |  |
|          | CASE   | CASE FILES – EMPLOYEE GRIEVANCES  | Official Copy | T+2 2       | 48 0 | D D        | XA          | Official Holder: HR & Legal Services PIB<br>T= Termination           |
|          | SUB  | SUBJECT FILES   | Official Copy | 2 2         | 4 0  | D D        | XA          |  |
| HR.09    | WEEKLY INDEMNITY   |   | Official Copy | T+2 2       | 8 0  | D D        | XA          | Official Holder: HR Vital, PIB<br>T= Termination or Final Settlement |
| HR.10    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>CUPE LOCAL 66 (WORKS)<br>CANADIAN UNION OF PUBLIC EMPLOYEES    |   | Official Copy | T+2 2       | 8 0  | D D        | XA          | T= Expiry of Collective Agreement or Final Settlement                |
| HR.11    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>CUPE LOCAL 966 (LIBRARY)<br>CANADIAN UNION OF PUBLIC EMPLOYEES |   | Official Copy | T+2 2       | 8 0  | D D        | XA          | T= Expiry of Collective Agreement or Final Settlement                |
| HR.12    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>LOCAL 1212 (FIRE)<br>MISSISSAUGA FIREFIGHTERS ASSOCIATION      |   | Official Copy | T+2 2       | 8 0  | D D        | XA          | T= Expiry of Collective Agreement or Final Settlement                |
| HR.13    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>LOCAL 1572 (TRANSIT)<br>THE AMALGAMATED TRANSIT UNION          |   | Official Copy | T+2 2       | 8 0  | D D        | XA          | T= Expiry of Collective Agreement or Final Settlement                |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES   | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|---|---------------|-------------|------------|-------------|---|
|          |   | Active        | Semi-active |            |             |   |
| HR.14    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>DISTRICT LODGE 78 (F&PM)<br>THE INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | XA<br>T= Expiry of Collective Agreement or Final Settlement         |
| HR.15    | STAFF AWARDS  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| HR.16    | VEHICLE ACCIDENTS (STAFF)   | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | XA<br>Official Holder: HR PIB<br>T= Termination or Final Settlement |
| HR.17    | HEALTH & SAFETY   |               |             |            |             |   |
|          | CASE EMPLOYEE CASE FILES  | Official Copy | T+2<br>2    | 48<br>0    | D<br>D      | XA<br>Official Holder: OHN, HR PIB<br>T= Termination                |
|          | SUB SUBJECT FILES   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| HR.18    | WORKERS COMPENSATION  |               |             |            |             |   |
|          | CASE EMPLOYEE CASE FILES  | Official Copy | T+2<br>2    | 48<br>0    | D<br>D      | XA<br>Official Holder: HR Vital, PIB<br>T= Termination              |
|          | SUB SUBJECT FILES   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| HR.19    | TRAINING & DEVELOPMENT  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>PIB   |
| HR.20    | ATTENDANCE & SCHEDULING   | Official Copy | 2<br>2      | 0<br>0     | D<br>D      | XA<br>PIB   |
| HR.21    | JOB DESCRIPTIONS  | Official Copy | S<br>2      | 0<br>0     | D<br>D      | OA<br>Official Holder: HR   |
| HR.22    | CONFERENCES & SEMINARS  | Official Copy | 2<br>2      | 0<br>0     | D<br>D      | OA  |
| HR.23    | HEALTH & SAFETY COMMITTEE   | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | OA<br>Official Holder: HR   |
| HR.25    | PENSION   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| HR.26    | BENEFITS  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| HR.27    | STAFFING  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| HR.28    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>UFCW CANADA<br>UNITED FOOD & COMMERCIAL WORKERS<br>INTERNATIONAL UNION                      | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | XA<br>T= Expiry of Collective Agreement or Final Settlement         |
| HR.29    | UNION NEGOTIATIONS & UNION POLICY GRIEVANCES<br>LOCAL 1572 (TRANSIT PART TIME)<br>THE AMALGAMATED TRANSIT UNION                             | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | XA<br>T= Expiry of Collective Agreement or Final Settlement         |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                        | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES |   |
|----------|--|---------------|-------------|------------|-------------|-------|---|
|          |  | Active        | Semi-active |            |             |       |   |
| LA       | LEGAL AFFAIRS AND LEGISLATION                |               |             |            |             |       |   |
| LA.01    | INSURANCE CLAIMS                             |               |             |            |             |       |   |
|          | AB      ACCIDENT BENEFIT CASE FILES          | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | XA    | Official Holder: Risk Management<br>Vital, PIB<br>T= Date of Accident                 |
|          | CASE    CASE FILES                           | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | XA    | Official Holder: Risk Management<br>Vital, PIB<br>T= Final settlement or file closed  |
| LA.02    | INSURANCE POLICIES                           | Official Copy | T+2<br>2    | 48<br>0    | D<br>D      | RA    | Official Holder: Risk Management<br>Vital<br><br>T= Expiry of Policy                  |
| LA.03    | LINE FENCES                                  | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | DISCONTINUED<br>Official Holder: OCC<br>T= Final Settlement                           |
| LA.04    | LIENS  | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | Official Holder: Legal Services<br>Vital<br>T= Seizure of property or payment of debt |
| LA.05    | VANDALISM & OTHER CRIMES                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| LA.06    | INQUESTS                                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| LA.07    | LEGISLATION – PROVINCIAL                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| LA.08    | LEGISLATION – FEDERAL                        | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| LA.09    | LEGISLATION – OTHER MUNICIPALITIES           |               |             |            |             |       |   |
|          | PROJ    PROJECT FILES                        | Official Copy | 2<br>2      | 8<br>0     | D<br>D      | RA    | Official Holder: Policy Planning  |
|          | SUB      SUBJECT FILES                       | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Other Departments   |
| LA.10    | ASSESSMENT APPEALS – REVIEW BOARD            | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | DISCONTINUED<br>T= Decision is made   |
| LA.11    | ASSESSMENT APPEALS – ONTARIO MUNICIPAL BOARD | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | RA    | DISCONTINUED<br>T= Decision is made   |
| LA.12    | LITIGATION                                   | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | XA    | Official Holder: Legal Services<br>Vital, PIB<br>T= Case closed                       |
| LA.13    | LAND TITLE APPLICATIONS                      | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA    | T= Approval of application  |
| LA.16    | LICENCE APPEALS                              | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | XA    | Official Holder: CRS & Enforcement<br>PIB<br>T= Decision is made                      |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                     | RETENTION              |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|---|------------------------|-------------|------------|-------------|---|
|          |   | Active                 | Semi-active |            |             |   |
| LA.17    | RISK MANAGEMENT                           | Official Copy 2        | 40          | D<br>D     | RA          |   |
| LA.18    | ASSESSMENT APPEALS                        | Official Copy T+2<br>2 | 40          | D<br>D     | RA          | T = Decision is made  |
| LA.19    | ONTARIO MUNICIPAL BOARD                   |                        |             |            |             |   |
|          | CASE CASE FILES                           | Official Copy T+2<br>2 | 80          | D<br>D     | RA          | PIB<br>T = Decision is made   |
|          | ORIG ORIGINAL ORDERS                      | Official Copy T+2<br>2 | P0          | P<br>D     | OA          | Official Holder: OCC Archival<br>T = Decision is made   |
| LA.20    | RENTAL HOUSING PROTECTION                 | Official Copy 2<br>2   | 40          | D<br>D     | RA          |   |
| LA.21    | INSURANCE CLAIMS – MINORS                 | Official Copy T+2<br>2 | 180         | D<br>D     | XA          | Official Holder: Risk Management<br>PIB<br>T= Settlement of claim or file closed              |
| LA.22    | INSURANCE CLAIMS – MENTALLY CHALLENGED    | Official Copy 2<br>2   | 480         | D<br>D     | XA          | Official Holder: Risk Management<br>PIB   |
| LA.23    | VITAL STATISTICS                          |                        |             |            |             |   |
|          | ORIG ORIGINAL BIRTH & DEATH REGISTRATIONS | Official 2             | P           | P          | XA          | Official Holder: OCC Archival   |
|          | REG REGISTER OF MARRIAGE LICENCES         | Official 2             | 48          | D          | XA          | Official Holder: OCC Vital  |
|          | SUB SUBJECT FILES                         | Official Copy 2<br>2   | 40          | D<br>D     | RA          |   |
| LA.24    | LEGAL SERVICES                            | Official Copy 2<br>2   | 40          | D<br>D     | XA          | Official Holder: Legal Services   |
| LA.25    | LEGAL OPINIONS                            | Official Copy P<br>0   | 00          | P<br>D     | XA          | Official Holder: Legal Services   |
| LA.26    | PROVINCIAL OFFENCES                       |                        |             |            |             |   |
|          | PART1 PART 1                              | Official Copy T+3<br>2 | 00          | D<br>D     | XA          | Official Holder: Municipal Court<br>Vital, PIB  |
|          | PART3 PART 3                              | Official Copy T+2<br>2 | 50          | D<br>D     | XA          | T= December 31 <sup>st</sup> of calendar year when payment received or case closed            |
| LA.27    | MUNICIPAL COURT DOCKETS                   | Official Copy 2<br>3   | 50          | D<br>D     | RA          | Official Holder: Municipal Court<br>Vital   |
| LA.28    | AGREEMENTS NOT PASSED BY BYLAW            | Official Copy T+2<br>2 | 80          | D<br>D     | XA          | Official Holder: OCC (Original, signed agreement)<br>Vital<br>T= End of term of the agreement |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                           | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES  |
|----------|---|---------------|-------------|------------|-------------|--|
|          |   | Active        | Semi-active |            |             |  |
| LP       | LICENCES & PERMITS                              |               |             |            |             |  |
| LP.01    | BUILDING PERMIT APPLICATIONS – CORRESPONDENCE   | Official Copy | 2<br>2      | 3<br>0     | D<br>D      | RA<br><br>Official Holder: P&B   |
| LP.02    | BUILDING PERMIT APPLICATIONS – PLANS            | Official Copy | 2<br>2      | 3<br>0     | D<br>D      | RA<br><br>Official Holder: P&B   |
| LP.03    | BUILDING PERMITS ISSUED – OTHER                 |               |             |            |             |  |
|          | ORIG      ORIGINAL ISSUED PERMITS               | Official Copy | 2<br>2      | LOF<br>0   | D<br>D      | RA<br><br>Official Holder: P&B   |
|          | SUB      SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br><br>   |
| LP.05    | CERTIFICATE OF OCCUPANCY APPLICATIONS           | Official Copy | 2<br>2      | 3<br>0     | D<br>D      | RA<br><br>Official Holder: P&B   |
| LP.06    | CERTIFICATE OF OCCUPANCY - ISSUED               | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | RA<br><br>Official Holder: P&B   |
| LP.07    | BUILDING PERMITS ISSUED – TEMPORARY STRUCTURES  | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br><br>Official Holder: P&B<br>T = Removal of Structure                 |
| LP.08    | MOBILE SIGN PERMITS                             | Official Copy | 2<br>2      | 0<br>0     | D<br>D      | RA<br><br>Official Holder: P&B   |
| LP.09    | EXCESS LOAD MOVING PERMITS                      | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | OA<br><br>Official Holder: T&W   |
| LP.11    | ROAD OCCUPANCY PERMITS                          | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br><br>Official Holder: T&W   |
| LP.12    | POOL ENCLOSURE PERMITS                          | Official Copy | T+2<br>2    | 8<br>0     | D<br>D      | RA<br><br>Official Holder: Enforcement Vital<br>T = Issuance of Permit     |
| LP.13    | TAXIS, LIMOS & LIVERY OWNERS / DRIVERS LICENCES | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br><br>Official Holder: Enforcement Vital, PIB<br>T = Expiry of Licence |
| LP.14    | REFRESHMENT VEHICLE OWNERS                      | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br><br>Official Holder: Enforcement Vital, PIB<br>T = Expiry of Licence |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES         | RETENTION              |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|-------------------------------|------------------------|-------------|------------|-------------|---|
|          |                               | Active                 | Semi-active |            |             |   |
| LP.15    | DRIVING SCHOOL INSTRUCTORS    | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital, PIB<br><br>T = Expiry of Licence |
| LP.16    | TRADE MASTER LICENCES         | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | XA          | Official Holder: Enforcement<br>Vital, PIB<br><br>T = Expiry of Licence |
| LP.17    | TAXI PLATES                   | Official Copy 2<br>2   | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital                                   |
| LP.18    | TRADE LICENCES                | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital, PIB<br><br>T = Expiry of Licence |
| LP.19    | LIMOUSINE PLATES              | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital<br><br>T = Expiry of Licence      |
| LP.20    | TAXI PLATE PRIORITY LIST      | Official Copy S+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital, PIB                              |
| LP.21    | BUSINESS LICENCES             | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital<br><br>T = Expiry of Licence      |
| LP.22    | LOTTERY LICENCES              | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital<br><br>T = Expiry of Licence      |
| LP.23    | BINGO LICENCES                | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital<br><br>T = Expiry of Licence      |
| LP.24    | ANIMAL LICENCES               | Official Copy 2<br>2   | 4<br>0      | D<br>D     | RA          | Official Holder: Enforcement<br>Vital                                   |
| LP.25    | MARRIAGE LICENCE APPLICATIONS | Official 1             | 0           | D          | XA          | Official Holder: OCC<br>Vital   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES   | RETENTION           |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|---|---------------------|-------------|------------|-------------|---|
|          |   | Active              | Semi-active |            |             |   |
| LP.26    | INDOOR FACILITIES PERMITS/RENTAL CONTRACTS  | Official Copy 2     | 2 4 0       | D<br>D     | RA          | Official Holder: R&P  |
| LP.27    | VENDORS IN CITY PARKS PERMITS   | Official Copy 2     | 2 4 0       | D<br>D     | RA          | Official Holder: R&P  |
| LP.28    | OUTDOOR FACILITIES PERMITS  | Official Copy 2     | 2 4 0       | D<br>D     | RA          | Official Holder: R&P  |
| LP.30    | VEHICLES - OTHER  | Official Copy 2     | 2 4 0       | D<br>D     | RA          |   |
| LP.31    | LIQUOR LICENCES   | Official Copy 2     | 2 4 0       | D<br>D     | RA          |   |
| LP.32    | BUILDING PERMITS ISSUED – RESIDENTIAL SINGLE FAMILY, SEMI-DETACHED CORRESPONDENCE | Official Copy T+2 2 | 5 0         | D<br>D     | RA          | Official Holder: P&B Vital<br>T= Final Inspection                   |
| LP.33    | BUILDING PERMITS ISSUED – INDUSTRIAL CORRESPONDENCE                               | Official Copy T+2 2 | LOF 0       | D<br>D     | RA          | Official Holder: P&B Vital<br>T= Final Inspection                   |
| LP.34    | BUILDING PERMITS ISSUED –COMMERCIAL CORRESPONDENCE                                | Official Copy T+2 2 | LOF 0       | D<br>D     | RA          | Official Holder: P&B Vital<br>T= Final Inspection                   |
| LP.35    | BUILDING PERMITS ISSUED – PUBLIC CORRESPONDENCE                                   | Official Copy T+2 2 | LOF 0       | D<br>D     | RA          | Official Holder: P&B Vital<br>T= Final Inspection                   |
| LP.36    | BUILDING PERMITS ISSUED – CANCELLED CORRESPONDENCE & PLANS                        | Official Copy T+2 2 | 3 0         | D<br>D     | RA          | Official Holder: P&B<br>T= Cancellation of application by applicant |
| LP.37    | BUILDING PERMITS – REVOKED CORRESPONDENCE & PLANS                                 | Official Copy T+2 2 | 3 0         | D<br>D     | RA          | Official Holder: P&B<br>T= Permit revoked by City                   |
| LP.38    | BUILDING PERMITS ISSUED – RESIDENTIAL SINGLE FAMILY, SEMI-DETACHED PLANS          | Official Copy T+2 2 | 5 0         | D<br>D     | RA          | Official Holder: P&B Vital<br>T= Final Inspection                   |
| LP.39    | BUILDING PERMITS ISSUED – INDUSTRIAL PLANS  | Official Copy T+2 2 | LOF 0       | D<br>D     | RA          | Official Holder: P&B Vital<br>T= Final Inspection                   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES  | RETENTION              |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|--|------------------------|-------------|------------|-------------|---|
|          |  | Active                 | Semi-active |            |             |   |
| LP.40    | BUILDING PERMITS ISSUED –COMMERCIAL PLANS                            | Official Copy T+2<br>2 | LOF<br>0    | D<br>D     | RA          | Official Holder: P&B<br>Vital<br>T= Final Inspection                  |
| LP.41    | BUILDING PERMITS ISSUED – PUBLIC PLANS                               | Official Copy T+2<br>2 | LOF<br>0    | D<br>D     | RA          | Official Holder: P&B<br>Vital<br>T= Final Inspection                  |
| LP.43    | BUSINESS LICENCES – OTHER  | Official Copy 2<br>2   | 4<br>0      | D<br>D     | RA          | Official Holder:<br>Enforcement<br>Vital, PIB                         |
| LP.45    | OPEN BURNING FIRE PERMITS  | Official 1             | 0           | D          | RA          | Official Holder: Fire<br>Vital  |
| LP.48    | TOW TRUCK OWNERS/DRIVERS LICENCES                                    | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder:<br>Enforcement<br>Vital, PIB<br>T= Expiry of Licence |
| LP.49    | DOCKING PERMITS  | Official Copy 2<br>2   | 4<br>0      | D<br>D     | XA          | Official Holder: R&P  |
| LP.52    | LICENCES & PERMITS OTHER   | Official Copy 2<br>2   | 4<br>0      | D<br>D     | RA          | Vital   |
| LP.53    | BUILDING PERMITS ISSUED - RESIDENTIAL MULTIPLE FAMILY CORRESPONDENCE | Official Copy T+2<br>2 | LOF<br>0    | D<br>D     | RA          | Official Holder: P&B<br>Vital<br>T= Final Inspection                  |
| LP.54    | BUILDING PERMITS ISSUED - RESIDENTIAL MULTIPLE FAMILY PLANS          | Official Copy T+2<br>2 | LOF<br>0    | D<br>D     | RA          | Official Holder: P&B<br>Vital<br>T= Final Inspection                  |
| LP.55    | BUILDING COMPLAINTS AND ORDERS TO COMPLY – RECTIFIED                 | Official Copy 2<br>2   | 0<br>0      | D<br>D     | RA          | Official Holder: P&B  |
| LP.56    | BUILDING PERMITS ISSUED – SIGNS                                      | Official Copy T+2<br>2 | 4<br>0      | D<br>D     | RA          | Official Holder: P&B<br>T= Date Issued                                |
| LP.57    | BUILDING PERMITS ISSUED – HERITAGE PROPERTIES                        | Official Copy T+2<br>2 | LOF<br>0    | D<br>D     | RA          | Official Holder: P&B<br>Archival, Vital<br>T= Date Issued             |
| LP.58    | BUILDING PERMITS ISSUED – RESIDENTIAL DRAIN & SEPTIC SYSTEMS         | Official Copy T+2<br>2 | LOF<br>0    | D<br>D     | RA          | Official Holder: P&B<br>T= Date Issued                                |
| LP.59    | BUILDING PERMITS ISSUED – COMPLETE DEMOLITIONS                       | Official Copy T+1<br>1 | 0<br>0      | D<br>D     | RA          | Official Holder: P&B<br>T= Final Inspection                           |



# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                        |  | RETENTION     |             |        | FINAL DISP | ACCESS CODE | NOTES                                |
|----------|--|--|---------------|-------------|--------|------------|-------------|--------------------------------------|
|          |  |  | Active        | Semi-active |        |            |             |                                      |
| MG       | MUNICIPAL GOVERNMENT & COMMITTEES            |  |               |             |        |            |             |                                      |
| MG.01    | COUNCIL                                      |  |               |             |        |            |             |                                      |
|          | MIN  | MINUTES, AGENDA & ORIGINAL RESOLUTIONS | Official Copy | 2<br>2      | P<br>0 | P<br>D     | OA          | Official Holder: OCC Archival, Vital |
|          | SUB  | SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |                                      |
|          | VIDEO  | COUNCIL MEETING VIDEOTAPES             | Official      | 3           | 0      | D          | OA          | Official Holder: OCC & IT            |
|          |  | INAUGURAL MEETING VIDEOTAPES           | Official      | P           | 0      | P          | OA          | Official Holder: OCC & IT Archival   |
| MG.02    | ADMINISTRATION & FINANCE COMMITTEE DISBANDED |  |               |             |        |            |             |                                      |
|          | MIN  | MINUTES & AGENDA                       | Official Copy | 2<br>2      | P<br>0 | P<br>D     | OA          | Official Holder: OCC Archival, Vital |
|          | SUB  | SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |                                      |
| MG.03    | PLANNING & DEVELOPMENT COMMITTEE             |  |               |             |        |            |             |                                      |
|          | MIN  | MINUTES & AGENDA                       | Official Copy | 2<br>2      | P<br>0 | P<br>D     | OA          | Official Holder: OCC Archival, Vital |
|          | SUB  | SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |                                      |
| MG.04    | PUBLIC VEHICLE ADVISORY COMMITTEE            |  |               |             |        |            |             |                                      |
|          | MIN  | MINUTES & AGENDA                       | Official Copy | 2<br>2      | P<br>0 | P<br>D     | OA          | Official Holder: OCC Archival, Vital |
|          | SUB  | SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |                                      |
|          | SUB COM                                      | SUB COMMITTEE                          | Official Copy | 2<br>2      | 8<br>0 | D<br>D     | OA          | Official Holder: OCC                 |
| MG.05    | OPERATION & WORKS COMMITTEE DISBANDED        |  |               |             |        |            |             |                                      |
|          | MIN  | MINUTES & AGENDA                       | Official Copy | 2<br>2      | P<br>0 | P<br>D     | OA          | Official Holder: OCC Archival, Vital |
|          | SUB  | SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |                                      |
| MG.06    | PROPERTY STANDARDS COMMITTEE                 |  |               |             |        |            |             |                                      |
|          | MIN  | MINUTES & AGENDA                       | Official Copy | 2<br>2      | P<br>0 | P<br>D     | OA          | Official Holder: OCC Archival Vital  |
|          | SUB  | SUBJECT FILES                          | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |                                      |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                  | RETENTION   |               |           | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|--|---|---------------|-----------|------------|-------------|-------|--|
|          |  | Active  | Semi-active   |           |            |             |       |  |
| MG.07    | HERITAGE ADVISORY COMMITTEE            |   |               |           |            |             |       |  |
|          | MIN                                    | MINUTES & AGENDA  | Official Copy | 2<br>2    | P<br>0     | P<br>D      | OA    | Official Holder: OCC Archival, Vital                     |
|          | SUB                                    | SUBJECT FILES   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    |  |
| MG.08    | TRAFFIC SAFETY COUNCIL                 |   |               |           |            |             |       |  |
|          | MIN                                    | MINUTES & AGENDA  | Official Copy | 2<br>2    | P<br>0     | P<br>D      | OA    | Official Holder: OCC Archival, Vital                     |
|          | SUB                                    | SUBJECT FILES   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    |  |
|          | SUB COM                                | SUB COMMITTEE   | Official Copy | 2<br>2    | 8<br>0     | D<br>D      | OA    | Official Holder: OCC                                     |
| MG.09    | LICENCE APPEAL COMMITTEE               |   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    | Official Holder: OCC                                     |
| MG.11    | OTHER COMMITTEES, BOARDS & COMMISSIONS |   |               |           |            |             |       |  |
|          | MIN                                    | MINUTES & AGENDA  | Official Copy | 2<br>2    | P<br>0     | P<br>D      | OA    | Official Holder: OCC Vital                               |
|          | SUB                                    | SUBJECT FILES   | Official Copy | 2<br>2    | 8<br>0     | D<br>D      | RA    | Includes Minutes & Agenda held by other departments      |
| MG.12    | MUNICIPAL ELECTION RESULTS             |   |               |           |            |             |       |  |
|          | BAL                                    | BALLOTS   | Official      | T+90 days | 0          | D           | XA    | Official Holder: OCC Vital<br>T= Election Day            |
|          | DEC                                    | DECLARATION OF OFFICE   | Official      | P         | 0          | P           | OA    | Official Holder: OCC Archival                            |
|          | ORIG                                   | ORIGINAL ELECTION RESULTS   | Official Copy | T+2<br>2  | 18<br>0    | D<br>D      | OA    | Official Holder: OCC Vital<br>T = Expiry of Council Term |
|          | SUB                                    | SUBJECT FILES   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    |  |
| MG.13    | MUNICIPAL ELECTION POLLING LOCATIONS   |   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    | Official Holder: OCC Vital                               |
| MG.14    | MUNICIPAL ELECTION PERSONNEL           |   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    | Official Holder: OCC Vital                               |
| MG.15    | MUNICIPAL ELECTION VOTERS LISTS        |   |               |           |            |             |       |  |
|          | PRELIM                                 | PRELIMINARY VOTERS LIST   | Official      | T+90 days | 0          | D           | XA    | Official Holder: OCC Vital, PIB<br>T= Current Election   |
|          | VOTERS                                 | VOTERS LISTS<br>DRO (DEPUTY RETURNING OFFICER) &<br>RO (REVISING OFFICER) | Official      | T+90 days | 0          | D           | RA    | Official Holder: OCC Vital, PIB<br>T= Following Election |
|          | SUB                                    | SUBJECT FILES   | Official Copy | 2<br>2    | 4<br>0     | D<br>D      | RA    |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES  | RETENTION            |             |        | FINAL DISP | ACCESS CODE | NOTES                                     |
|----------|--|----------------------|-------------|--------|------------|-------------|---|
|          |  | Active               | Semi-active |        |            |             |   |
| MG.16    | MUNICIPAL ELECTION - OTHER   | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          |   |
| MG.17    | ELECTIONS – PROVINCIAL AND FEDERAL                                     | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | OA          |   |
| MG.19    | FORMER MUNICIPALITIES – PORT CREDIT, STREETSVILLE, TOWN OF MISSISSAUGA | Official 0           | 0           | P      |            | OA          | Archival                                  |
| MG.20    | COUNCIL & COMMITTEE OPERATIONS   | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          |   |
| MG.22    | MUNICIPAL & REGIONAL BOUNDARIES  | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          | Vital                                     |
| MG.23    | GENERAL COMMITTEE  |                      |             |        |            |             |   |
|          | MIN MINUTES, AGENDA  | Official Copy 2<br>2 | P<br>0      | P<br>D |            | OA          | Official Holder: OCC<br>Archival<br>Vital |
|          | SUB SUBJECT FILES  | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          |   |
|          | VIDEO GENERAL COMMITTEE VIDEOTAPES                                     | Official 1           | 0           | D      |            | OA          | Official Holder: OCC & IT                 |
| MG.24    | AUDIT COMMITTEE  |                      |             |        |            |             |   |
|          | MIN MINUTES & AGENDA   | Official Copy 2<br>2 | P<br>0      | P<br>D |            | OA          | Official Holder: OCC<br>Archival, Vital   |
|          | SUB SUBJECT FILES  | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          |   |
| MG.25    | MISSISSAUGA CYCLING COMMITTEE  |                      |             |        |            |             |   |
|          | MIN MINUTES & AGENDA   | Official Copy 2<br>2 | P<br>0      | P<br>D |            | OA          | Official Holder: OCC<br>Archival, Vital   |
|          | SUB SUBJECT FILES  | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          |   |
|          | SUB COM SUB COMMITTEE  | Official Copy 2<br>2 | 8<br>0      | D<br>D |            | OA          | Official Holder: OCC                      |
| MG.26    | MISSISSAUGA ACCESSIBILITY COMMITTEE                                    |                      |             |        |            |             |   |
|          | MIN MINUTES & AGENDA   | Official Copy 2<br>2 | P<br>0      | P<br>D |            | OA          | Official Holder: OCC<br>Archival, Vital   |
|          | SUB SUBJECT FILES  | Official Copy 2<br>2 | 4<br>0      | D<br>D |            | RA          |   |
|          | SUB COM SUB COMMITTEE  | Official Copy 2<br>2 | 8<br>0      | D<br>D |            | OA          | Official Holder: OCC                      |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                             | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|---|---------------|-------------|------------|-------------|---|
|          |   | Active        | Semi-active |            |             |   |
| MG.27    | TRANSIT AUTHORITY COMMITTEE                       |               |             |            |             |   |
|          | MIN MINUTES & AGENDA                              | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA<br>Official Holder: OCC<br>Archival<br>Vital |
|          | SUB SUBJECT FILES                                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| MG.28    | SAFE DRIVING COMMITTEE                            |               |             |            |             |   |
|          | MIN MINUTES & AGENDA                              | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA<br>Official Holder: OCC<br>Archival<br>Vital |
|          | SUB SUBJECT FILES                                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
|          | SUB COM SUB COMMITTEE                             | Official Copy | 2<br>2      | 8<br>0     | D<br>D      | OA<br>Official Holder: OCC                      |
| MG.29    | BUDGET COMMITTEE                                  |               |             |            |             |   |
|          | MIN MINUTES & AGENDA                              | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA<br>Official Holder: OCC<br>Archival<br>Vital |
|          | SUB SUBJECT FILES                                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| MG.30    | MUSEUMS OF MISSISSAUGA ADVISORY COMMITTEE (MOMAC) |               |             |            |             |   |
|          | MIN MINUTES & AGENDA                              | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA<br>Official Holder: OCC<br>Archival<br>Vital |
|          | SUB SUBJECT FILES                                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| MG.31    | ENVIRONMENTAL ADVISORY COMMITTEE                  |               |             |            |             |   |
|          | MIN MINUTES & AGENDA                              | Official Copy | 2<br>2      | P<br>0     | P<br>D      | OA<br>Official Holder: OCC<br>Archival<br>Vital |
|          | SUB SUBJECT FILES                                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
|          | SUB COM SUB COMMITTEE                             | Official Copy | 2<br>2      | 8<br>0     | D<br>D      | OA<br>Official Holder: OCC                      |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES  | RETENTION     |             |         | FINAL DISP | ACCESS CODE | NOTES                   |
|----------|--|---------------|-------------|---------|------------|-------------|-------------------------|
|          |  | Active        | Semi-active |         |            |             |                         |
| PM       | PROPERTY MAINTENANCE   |               |             |         |            |             |                         |
| PM.01    | HEATING & AIR CONDITIONING (ENVIRONMENTAL CONTROL)   | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.02    | FACILITIES MAINTENANCE   | Official Copy | 2<br>2      | 8<br>0  | D<br>D     | RA          |                         |
| PM.04    | AUDIOVISUAL MAINTENANCE  | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.05    | ELEVATOR MAINTENANCE   | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.09    | PARK MAINTENANCE   |               |             |         |            |             |                         |
|          | INSP      PLAYGROUND INSPECTIONS   | Official Copy | 2<br>2      | 18<br>0 | D<br>D     | RA          | Official Holder: R&P    |
|          | SUB      SUBJECT FILES   | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.11    | JANITORIAL SERVICES  | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.12    | FORESTRY   | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          | Official Holder: R&P    |
| PM.13    | WORK ORDERS  | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.14    | VEHICLE MAINTENANCE  |               |             |         |            |             |                         |
|          | HARDCOPY RECORDS<br><br>Departments <b>with</b> an automated Fleet Management System    T = close of file<br><br>Departments <b>without</b> an automated Fleet Management System:    T = disposal of vehicle | Official Copy | T+2<br>2    | 4<br>0  | D<br>D     | RA          |                         |
|          | FLEET MANAGEMENT SYSTEM DATA   | Official      | T+6         | 0       | D          | RA          | T = disposal of vehicle |
| PM.15    | MAINTENANCE INSPECTIONS  | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.16    | MACHINERY & EQUIPMENT  | Official Copy | 2<br>2      | 4<br>0  | D<br>D     | RA          |                         |
| PM.17    | ROOF MAINTENANCE   | Official Copy | 2<br>2      | 8<br>0  | D<br>D     | RA          |                         |
| PM.18    | PRE-TRIP INSPECTION BOOKLETS   | Official Copy | 2<br>0      | 0<br>0  | D<br>D     | RA          | Official Holder: R&P    |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                         |                                       | RETENTION         |               | FINAL DISP | ACCESS CODE | NOTES  |   |   |
|----------|---|---------------------------------------|-------------------|---------------|------------|-------------|--------|---|---|
|          |   |                                       | Active            | Semi-active   |            |             |        |   |   |
| PO       | PROPERTY OPERATIONS                           |                                       |                   |               |            |             |        |   |   |
| PO.01    | FACILITY NAMING & NUMBERING                   |                                       | Official Copy     | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |
| PO.02    | BUILDING SPECIFICATIONS & FLOOR PLANS         |                                       |                   |               |            |             |        |   |   |
|          | ORIG  | ORIGINAL SPECIFICATIONS & FLOOR PLANS | Official Copy     | 2<br>2        | LOF<br>0   | D<br>D      | RA     | Vital   |   |
|          | SUB   | SUBJECT FILES                         | Official Copy     | 2<br>2        | 4<br>0     | D<br>D      | RA     | Review for Specifications & Floor Plans after 6 years |   |
| PO.03    | SPACE ALLOCATIONS & OFFICE RELOCATIONS        |                                       | Official Copy     | 2<br>2        | 8<br>0     | D<br>D      | RA     |   |   |
| PO.04    | CONSTRUCTION, MAJOR ALTERATIONS & RENOVATIONS |                                       |                   |               |            |             |        |   |   |
|          | CON   | CONSTRUCTION                          | Official Copy     | T+2<br>2      | 13<br>0    | D<br>D      | RA     | Official Holder: F&PM<br>Vital<br>T = End of Project  |   |
|          | DES   | DESIGN                                | Official Copy     | T+2<br>2      | 13<br>0    | D<br>D      | RA     | Official Holder: F&PM<br>Vital<br>T = End of Project  |   |
|          | FIN   | FINANCIAL                             | Official Copy     | T+2<br>2      | 4<br>0     | D<br>D      | RA     | Official Holder: F&PM<br>Vital<br>T = End of Project  |   |
|          | LEG   | LEGAL DOCUMENTS                       | Official Copy     | T+2<br>2      | 23<br>0    | P<br>D      | RA     | Official Holder: F&PM<br>Vital<br>T = End of Project  |   |
|          | POS   | POST CONSTRUCTION                     |                   |               |            |             |        | Official Holder: F&PM<br>Vital                        |   |
|          |   | DR                                    | AS BUILT DRAWINGS | Official Copy | 2<br>2     | LOF<br>0    | D<br>D | RA  |   |
|          |   | OTHER                                 | OTHER REPORTS     | Official Copy | T+2<br>2   | 18<br>0     | D<br>D | RA  | T = End of Usefulness or End of Project               |
|          |   | REPORTS                               | REPORTS           | Official Copy | T+2<br>2   | 5<br>0      | D<br>D | RA  | T = Completion of testing or resolution of deficiency |
|          |   | PROJ                                  | PROJECT FILES     | Official Copy | T+2<br>2   | LOF<br>0    | D<br>D | RA  | Official Holder: F&PM<br>Vital<br>T = End of Project  |
|          | SUB   | SUBJECT FILES                         | Official Copy     | 2<br>2        | 4<br>0     | D<br>D      | RA     | Review for actual projects after 6 years              |   |
| PO.05    | SIGNS   |                                       | Official Copy     | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |
| PO.06    | RESERVATIONS & BOOKINGS                       |                                       | Official Copy     | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                                     | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES   |
|----------|---|---------------|-------------|------------|-------------|---|
|          |   | Active        | Semi-active |            |             |   |
| PO.07    | SPECIFICATION MANUALS                                     | Official Copy | S+2<br>2    | 0<br>0     | D<br>D      | RA  |
| PO.08    | UTILITY CONSUMPTION                                       | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| PO.09    | FOOD & BEVERAGE SERVICES                                  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| PO.10    | ACQUISITIONS  |               |             |            |             |   |
|          | CASE CASE FILES   | Official Copy | 2<br>2      | P<br>0     | P<br>D      | RA<br>Official Holders:<br>Realty Services &<br>Legal Services<br>Vital                                     |
|          | SUB SUBJECT FILES   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| PO.11    | DISPOSALS   |               |             |            |             |   |
|          | CASE CASE FILES   | Official Copy | T+2<br>2    | 38<br>0    | D<br>D      | RA<br>Official Holders:<br>Realty Services &<br>Legal Services<br>Vital<br>T = Completion of<br>Transaction |
|          | SUB SUBJECT FILES   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| PO.12    | EASEMENTS & QUIT CLAIM DEEDS                              |               |             |            |             |   |
|          | CASE CASE FILES   | Official Copy | 2<br>2      | P<br>0     | P<br>D      | RA<br>Official Holders:<br>Realty Services &<br>Legal Services<br>Vital                                     |
|          | REL RELEASED, ABANDONED & TEMPORARY EASEMENTS             | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br>Official Holder:<br>Realty Services<br>T= Termination of<br>easement or file<br>closed                |
|          | SUB SUBJECT FILES   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |
| PO.13    | LEASES, LAND LICENCES, MANAGEMENT & OPERATIONS AGREEMENTS | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br>Vital<br>T = Expiry of lease,<br>land licence or<br>agreement   |
| PO.14    | LAND LICENCES   | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA<br>DISCONTINUED<br>Vital<br>T = Expiry of licence  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                                       |               | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES   |  |
|----------|---|---------------|---------------|-------------|------------|-------------|---|--|
|          |   |               | Active        | Semi-active |            |             |   |  |
| PO.15    | LAND EXCHANGES  |               |               |             |            |             |   |  |
|          | CASE      CASE FILES  | Official Copy | 2<br>2        | P<br>0      | P<br>D     | RA          | Official Holders:<br>Realty Services &<br>Legal Services<br><br>Vital |  |
|          | SUB      SUBJECT FILES                                      | Official Copy | 2<br>2        | 4<br>0      | D<br>D     | RA          |   |  |
| PO.16    | ENCROACHMENTS   |               | Official Copy | T+2<br>2    | 4<br>0     | D<br>D      | RA  | Vital<br>T = Termination of Encroachment |
| PO.17    | NOTICES OF PROPERTY FOR SALE                                |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |  |
| PO.18    | INQUIRIES – CITY PROPERTIES FOR SALE                        |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |  |
| PO.19    | FILMS/PHOTOGRAPHY   |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |  |
| PO.20    | PRO SHOPS   |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  | Official Holder: R&P                     |
| PO.21    | PROPOSALS FOR USE OF LAND & FACILITIES                      |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |  |
| PO.23    | EXTERIOR APPURTENANCES                                      |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA  |  |
| PO.24    | EMERGENCY PLANNING FOR CITY FACILITIES                      |               |               |             |            |             |   |  |
|          | ORIG      ORIGINAL EMERGENCY PLANS                          | Official Copy | S+2<br>2      | 4<br>0      | D<br>D     | RA          | Vital   |  |
|          | SUB      SUBJECT FILES                                      | Official Copy | 2<br>2        | 4<br>0      | D<br>D     | RA          |   |  |
| PO.25    | MINOR ALTERATIONS & RENOVATIONS, MAJOR FACILITY MAINTENANCE |               |               |             |            |             |   |  |
|          | ORIG      ORIGINAL ALTERATIONS & RENOVATIONS                | Official Copy | 2<br>2        | LOF<br>0    | D<br>D     | RA          |   |  |
|          | PROJ      PROJECT FILES                                     | Official Copy | 2<br>2        | 8<br>0      | D<br>D     | RA          |   |  |
|          | SUB      SUBJECT FILES                                      | Official Copy | 2<br>2        | 4<br>0      | D<br>D     | RA          | Review for actual alterations or renovations after 6 years            |  |



# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES              | RETENTION              |               | FINAL DISP | ACCESS CODE | NOTES  |   |   |
|----------|------------------------------------|------------------------|---------------|------------|-------------|--------|---|---|
|          |                                    | Active                 | Semi-active   |            |             |        |   |   |
| PR       | PUBLIC RELATIONS                   |                        |               |            |             |        |   |   |
| PR.01    | PROMOTION & MARKETING              | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | RA     | Review for archival material before destruction |   |
| PR.02    | ADVERTISING                        | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |
| PR.03    | CORPORATE EVENTS                   | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |
| PR.04    | COMMUNITY ORGANIZATIONS & EVENTS   |                        |               |            |             |        |   |   |
|          | EVENT                              | EVENT FILES            | Official Copy | 2<br>2     | 18<br>0     | D<br>D | RA  | Review for archival material before destruction |
|          | SUB                                | SUBJECT FILES          | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA  | PIB   |
| PR.05    | AWARDS                             |                        |               |            |             |        |   |   |
|          | ORIG                               | ORIGINAL AWARDS        | Official Copy | 2<br>2     | P<br>0      | P<br>D | OA  | Archival  |
|          | SUB                                | SUBJECT FILES          | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA  | Review for archival material before destruction |
| PR.06    | PUBLICATIONS                       |                        |               |            |             |        |   |   |
|          | ORIG                               | ORIGINAL PUBLICATIONS  | Official Copy | S+2<br>2   | P<br>0      | P<br>D | OA  | Archival  |
|          | SUB                                | SUBJECT FILES          | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA  | Review for archival material before destruction |
| PR.07    | NEWS RELEASES                      |                        |               |            |             |        |   |   |
|          | ORIG                               | ORIGINAL NEWS RELEASES | Official Copy | 2<br>2     | 18<br>0     | D<br>D | OA  | Official Holder: Communications                 |
|          | SUB                                | SUBJECT FILES          | Official Copy | 2<br>2     | 4<br>0      | D<br>D | RA  | Review for original news releases after 6 years |
| PR.08    | MEDIA MONITORING & MEDIA RELATIONS | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | RA     | Official Holder: Communications                 |   |
| PR.09    | COMPLAINTS                         | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |
| PR.10    | TOURS                              | Official Copy          | 2<br>2        | 0<br>0     | D<br>D      | RA     |   |   |
| PR.11    | RECOGNITION                        | Official Copy          | 2<br>2        | 4<br>0     | D<br>D      | RA     |   |   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES   | RETENTION                     |               |             | FINAL DISP | ACCESS CODE | NOTES                           |  |
|----------|-------------------------|-------------------------------|---------------|-------------|------------|-------------|---------------------------------|--|
|          |                         | Active                        |               | Semi-active |            |             |                                 |  |
| PR.12    | HOSTING                 | Official Copy                 | 22            | 40          | D<br>D     | RA          |                                 |  |
| PR.13    | TOURISM                 | Official Copy                 | 22            | 40          | D<br>D     | RA          |                                 |  |
| PR.14    | EMPLOYEE COMMUNICATIONS |                               |               |             |            |             |                                 |  |
|          | ORIG                    | ORIGINAL EMPLOYEE NEWSLETTERS | Official      | 2           | P          | P           | OA                              | Official Holder: Communications Archival |
|          | SUB                     | SUBJECT FILES                 | Official Copy | 22          | 40         | D<br>D      | RA                              |  |
| PR.15    | SPEECHES                | Official Copy                 | 22            | 40          | D<br>D     | OA          |                                 |  |
| PR.16    | VISUAL IDENTITY         |                               |               |             |            |             |                                 |  |
|          | ORIG                    | ORIGINAL MANUAL               | Official Copy | S2          | P0         | P<br>D      | RA                              | Official Holder: Communications Archival |
|          | SUB                     | SUBJECT FILES                 | Official Copy | 22          | 40         | D<br>D      | RA                              |  |
| PR.17    | GRAPHIC DESIGN/ARTWORK  | Official Copy                 | S2            | 00          | D<br>D     | RA          | Official Holder: Communications |  |
| PR.18    | PUBLIC OPINION POLLS    | Official Copy                 | 22            | 40          | D<br>D     | RA          |                                 |  |
| PR.19    | STRATEGIC ALLIANCE      | Official Copy                 | 22            | 40          | D<br>D     | RA          | Official Holder: EDO            |  |
| PR.20    | CUSTOMER SERVICE        | Official Copy                 | 22            | 40          | D<br>D     | RA          |                                 |  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                               | RETENTION     |             |        | FINAL DISP | ACCESS CODE | NOTES                                    |
|----------|---|---------------|-------------|--------|------------|-------------|--|
|          |   | Active        | Semi-active |        |            |             |  |
| RA       | RECREATION ACTIVITIES                               |               |             |        |            |             |  |
| RA.02    | YOUTH / CHILDREN'S PROGRAMS                         | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Official Holder: R&P<br>PIB              |
| RA.03    | SENIORS PROGRAMS                                    | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Official Holder: R&P                     |
| RA.05    | SKATING PROGRAMS                                    |               |             |        |            |             |  |
|          | SUB      SUBJECT FILES                              | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Official Holder: R&P                     |
|          | TEST      TEST SHEETS                               | Official Copy | 2<br>2      | 0<br>0 | D<br>D     | RA          |  |
| RA.06    | AQUATICS PROGRAMS                                   |               |             |        |            |             |  |
|          | LSS      LEADERSHIP/LIFESAVING TEST SHEETS          | Official Copy | 3<br>2      | 0<br>0 | D<br>D     | RA          | Official Holder: R&P                     |
|          | SUB      SUBJECT FILES                              | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          |  |
|          | TEST      TEST SHEETS                               | Official Copy | 2<br>2      | 0<br>0 | D<br>D     | RA          |  |
| RA.07    | ART PROGRAMS  | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Official Holder: R&P                     |
| RA.08    | FITNESS / ACTIVE LIVING PROGRAMS                    |               |             |        |            |             |  |
|          | APP      FITNESS APPRAISALS & NUTRITION ASSESSMENTS | Official Copy | T+2<br>2    | 0<br>0 | D<br>D     | XA          | Official Holder: R&P<br>PIB              |
|          | SUB      SUBJECT FILES                              | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | T= last date of participation in program |
| RA.09    | SPORTS PROGRAMS                                     | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Official Holder: R&P                     |
| RA.10    | PROGRAM RESEARCH & IMPLEMENTATION                   | Official Copy | 2<br>2      | 8<br>0 | D<br>D     | RA          | Official Holder: R&P                     |
| RA.11    | REGISTRATION APPLICATIONS                           | Official Copy | 2<br>2      | 4<br>0 | D<br>D     | RA          | Official Holder: R&P                     |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                   |               | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES |  |
|----------|---|---------------|---------------|-------------|------------|-------------|-------|--|
|          |   |               | Active        | Semi-active |            |             |       |  |
| RT       | ROADS & TRAFFIC                         |               |               |             |            |             |       |  |
| RT.01    | TRANSPORTATION STUDIES                  |               |               |             |            |             |       |  |
|          | PROJ                                    | PROJECT FILES | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Official Holders: P&B; T&W                                     |
|          | SUB                                     | SUBJECT FILES | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Review for actual studies after 6 years                        |
| RT.02    | ROAD MAINTENANCE & INSPECTIONS          |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W<br>Vital                                  |
| RT.03    | ROAD CONSTRUCTION                       |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W   |
| RT.04    | ROAD OPENINGS & EXTENSIONS              |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| RT.05    | ROAD CLOSINGS (TEMPORARY)               |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| RT.06    | ROAD CLOSINGS (PERMANENT)               |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| RT.07    | TRAFFIC CONTROL SIGNALS & INTERSECTIONS |               | Official Copy | 2<br>2      | 5<br>0     | D<br>D      | RA    | Vital  |
| RT.08    | TRAFFIC ACCIDENTS                       |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: Traffic Engineering & Operations              |
| RT.09    | TRAFFIC COUNTS                          |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: Traffic Engineering & Operations              |
| RT.10    | TRAFFIC SAFETY                          |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| RT.11    | TRAFFIC SIGNS                           |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: Traffic Engineering & Operations<br><br>Vital |
| RT.13    | STREET NAMES & NUMBERING                |               | Official Copy | 2<br>2      | 18<br>0    | D<br>D      | RA    |  |
| RT.14    | STREETLIGHTING                          |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |  |
| RT.15    | BRIDGES                                 |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Vital  |
| RT.16    | SIDEWALKS                               |               | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Vital  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                          | RETENTION        |             | FINAL DISP | ACCESS CODE | NOTES                               |
|----------|--|------------------|-------------|------------|-------------|-------------------------------------|
|          |  | Active           | Semi-active |            |             |                                     |
| RT.17    | PARKING  | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA                                  |
| RT.18    | STORM SEWERS & STORM DRAINAGE DITCHES          |                  |             |            |             |                                     |
|          | SUB SUBJECT FILES                              | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital                         |
|          | VIDEO VIDEO & CD                               | Official<br>Copy | 2<br>2      | 8<br>0     | D<br>D      | RA<br>Vital                         |
| RT.19    | BIKEWAYS / BICYCLE PATHS / PATHWAYS & WALKWAYS | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital                         |
| RT.20    | SNOW REMOVAL                                   | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA                                  |
| RT.21    | CURBS & MEDIANS                                | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Official Holder: T&W<br>Vital |
| RT.23    | REGIONAL & PROVINCIAL ROADS                    | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA                                  |
| RT.24    | GRADE SEPARATIONS                              | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA                                  |
| RT.26    | PARKING LOT MAINTENANCE                        | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA<br>Vital                         |
| RT.27    | CULVERT/CURB CUT APPLICATIONS                  | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA                                  |
| RT.28    | RAILWAY CROSSINGS (LEVEL CROSSINGS)            | Official<br>Copy | 2<br>2      | 4<br>0     | D<br>D      | RA                                  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE | CLASSIFICATION TITLES                      | RETENTION     |             | FINAL DISP | ACCESS CODE | NOTES |   |
|----------|--|---------------|-------------|------------|-------------|-------|---|
|          |  | Active        | Semi-active |            |             |       |   |
| TS       | TRANSPORTATION SERVICES                    |               |             |            |             |       |   |
| TS.01    | TRANSIT ROUTES                             | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.04    | TRANSIT STOPS                              | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.05    | TRANSIT SHELTERS                           | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.06    | TERMINALS & LOOPS                          | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.07    | BUS BAYS                                   | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.08    | SCHEDULING/SERVICE                         | Official Copy | S<br>2      | 0<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.09    | FARES                                      | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.10    | BASE DATA                                  | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.11    | VEHICLE OPERATION DATA                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.12    | PASSENGER DATA                             | Official Copy | S<br>2      | 0<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.13    | TRANSIT VEHICLE TECHNOLOGY                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Official Holder: T&W                    |
| TS.14    | TRANSIT STUDIES                            |               |             |            |             |       |   |
|          | PROJ      PROJECT FILES                    | Official Copy | 2<br>2      | 28<br>0    | D<br>D      | RA    | Official Holders: P&B; T&W              |
|          | SUB      SUBJECT FILES                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    | Review for actual studies after 6 years |
| TS.15    | RAILWAY TRANSPORTATION                     | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| TS.16    | GO TRANSIT                                 | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| TS.17    | OTHER TRANSIT SYSTEMS                      | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| TS.18    | AIR TRANSPORTATION                         | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| TS.19    | TAXIS, LIMOS & OTHER PUBLIC TRANSPORTATION | Official Copy | 2<br>2      | 4<br>0     | D<br>D      | RA    |   |
| TS.20    | COMMUNICATION AUDIO TAPES                  | Official      | 30 days     | 2          | D           | RA    |   |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 1

| CCS CODE  | CLASSIFICATION TITLES | RETENTION            |             | FINAL DISP | ACCESS CODE | NOTES |
|-----------|-----------------------|----------------------|-------------|------------|-------------|-------|
|           |                       | Active               | Semi-active |            |             |       |
| <b>UN</b> | <b>UNCLASSIFIED</b>   |                      |             |            |             |       |
| UN.MAY    | MAYOR'S FILES         | Official 2           | 4           | D          | RA          |       |
| UN.POR    | PORTFOLIOS            | Official 2<br>Copy 0 | 0<br>0      | D<br>D     | RA          |       |
| UN.PUB    | PUBLICATIONS          | Official 2<br>Copy 0 | 0<br>0      | D<br>D     | OA          |       |
| UN.REF    | REFERENCE             | Official 2<br>Copy 0 | 0<br>0      | D<br>D     | OA          |       |
| UN.SUP    | SUPPLIER INFORMATION  | Official 2<br>Copy 0 | 0<br>0      | D<br>D     | RA          |       |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 2

| CCS<br>CODE | CLASSIFICATION TITLES |   | RETENTION |                 | FINAL<br>DISP | ACCESS<br>CODE | NOTES                                     |
|-------------|-----------------------|---|-----------|-----------------|---------------|----------------|---|
|             |                       |   | Active    | Semi-<br>active |               |                |   |
| ER          | ELECTRONIC RECORDS    |   |           |                 |               |                |   |
| ER.001      | BACK UP TAPES         |   |           |                 |               |                |   |
|             | BI                    | BI WEEKLY BACK UP - T2000 DATABASE      | 1 DAY     | 2 WEEKS         | OVER          | XA             |   |
|             | MONTHLY               | MONTHLY BACK UP - WINDOWS/NETWORK/EMAIL | 30 DAYS   | 1               | OVER          | XA             | Vital<br>PIB                              |
|             | QUART                 | QUARTERLY BACK UP – T2000 DATABASE      | 1 DAY     | 3 MONTHS        | OVER          | XA             |   |
|             | UNIX                  | UNIX SYSTEMS                            | 1 DAY     | 8 WEEKS         | OVER          | XA             | Vital<br>PIB                              |
|             | WEEKLY                | WEEKLY BACK UP – WINDOWS/NETWORK/EMAIL  | 1 DAY     | 30 DAYS         | OVER          | XA             | Vital<br>PIB                              |
|             | WINDOWS               | WINDOWS NETWORK INCREMENTAL FILES       | 1 DAY     | 30 DAYS         | OVER          | XA             | Vital<br>PIB                              |
|             | YEARLY                | YEARLY BACK UP – WINDOWS/NETWORK/EMAIL  | 1 DAY     | 6               | OVER          | XA             | Vital<br>PIB                              |
| ER.002      | SAP R/3               |   |           |                 |               |                |   |
|             | DATA                  | DATA                                    | S         | P               | P             | XA             | Vital<br>PIB                              |
|             | SYSTEM                | SYSTEM                                  | S         | 0               | LOS           | XA             | User: All<br>departments<br>Vital<br>PIB  |
| ER.003      | CLASS                 |   |           |                 |               |                |   |
|             | DATA                  | DATA                                    | S         | P               | P             | XA             | Vital<br>PIB                              |
|             | SYSTEM                | SYSTEM                                  | S         | 0               | LOS           | XA             | User: CMS<br>Vital<br>PIB                 |
| ER.004      | HANSEN                |   |           |                 |               |                |   |
|             | DATA                  | DATA                                    | S         | P               | P             | XA             | Vital<br>PIB                              |
|             | SYSTEM                | SYSTEM                                  | S         | 0               | LOS           | XA             | Users: T&W;<br>CMS<br>Vital<br>PIB        |
| ER.005      | TAX (TXM MANAGER)     |   |           |                 |               |                |   |
|             | ARCHIVE               | ARCHIVED DATA                           |           | P               | P             |                | PIB                                       |
|             | DATA                  | DATA                                    | 5         |                 | AR            | XA             | Vital<br>PIB                              |
|             | SYSTEM                | SYSTEM                                  | S         | 0               | LOS           | XA             | User:<br>Revenue, CRS<br><br>Vital<br>PIB |



# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 2

| CCS CODE | CLASSIFICATION TITLES                     | RETENTION |             | FINAL DISP | ACCESS CODE | NOTES                                  |
|----------|---|-----------|-------------|------------|-------------|--|
|          |   | Active    | Semi-active |            |             |  |
| ER.006   | EMAIL (NOVELL GROUPWISE)                  |           |             |            |             |  |
|          | CAL      CALENDAR                         | T+1       | 0           | PURGE      | XA          | Vital<br>T= Current Year               |
|          | IN      IN MAILBOX, CABINET & ALL FOLDERS | 90 DAYS   | 0           | PURGE      | XA          | PIB                                    |
|          | OUT      OUT MAILBOX                      | 30 DAYS   | 0           | PURGE      | XA          | PIB                                    |
|          | SYSTEM      SYSTEM                        | S         | 0           | LOS        | XA          | Users: All departments<br>Vital<br>PIB |
|          | TRASH      TRASH FOLDER                   | 7 DAYS    | 0           | PURGE      | XA          | PIB                                    |
| ER.007   | AIM (ASSET INVENTORY MANAGEMENT)          |           |             |            |             |  |
|          | DATA      DATA                            | S         | P           | P          | XA          | Vital                                  |
|          | SYSTEM      SYSTEM                        | S         | 0           | LOS        | XA          | User: F&PM<br>Vital                    |
| ER.008   | HASTUS (TRANSIT SCHEDULING)               |           |             |            |             |  |
|          | DATA      DATA                            | S         | P           | P          | XA          | Vital                                  |
|          | SYSTEM      SYSTEM                        | S         | 0           | LOS        | XA          | User: Transit<br>Vital                 |
| ER.010   | FASTER (FLEET MANAGEMENT SYSTEM)          |           |             |            |             |  |
|          | DATA      DATA                            | S         | P           | P          | XA          | Vital                                  |
|          | SYSTEM      SYSTEM                        | S         | 0           | LOS        | XA          | Users: CMS; T&W<br>Vital               |
| ER.011   | MAX (MISSISSAUGA APPROVAL EXPRESS)        |           |             |            |             |  |
|          | DATA      DATA                            | S         | P           | P          | XA          | Vital<br>PIB                           |
|          | SYSTEM      SYSTEM                        | S         | 0           | LOS        | XA          | Users: All departments<br>Vital<br>PIB |
| ER.012   | eCITY PORTAL                              |           |             |            |             |  |
|          | DATA      DATA                            | S         | P           | P          | XA          | Vital<br>PIB                           |
|          | SYSTEM      SYSTEM                        | S         | 0           | LOS        | XA          | Users: All departments<br>Vital<br>PIB |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 2

| CCS CODE | CLASSIFICATION TITLES                           | RETENTION |             | FINAL DISP | ACCESS CODE | NOTES                                  |
|----------|---|-----------|-------------|------------|-------------|--|
|          |   | Active    | Semi-active |            |             |  |
| ER.013   | CAPITAL BUDGET SYSTEM                           |           |             |            |             |  |
|          | DATA DATA                                       | S         | P           | P          | XA          | Vital                                  |
|          | SYSTEM SYSTEM                                   | S         | 0           | LOS        | XA          | Vital                                  |
| ER.014   | PEOPLESFT (PS8)                                 |           |             |            |             |  |
|          | DATA DATA                                       | S         | P           | P          | XA          | Vital<br>PIB                           |
|          | SYSTEM SYSTEM                                   | S         | 0           | LOS        | XA          | Users: All departments<br>Vital<br>PIB |
| ER.015   | STAFF INFORMATION REPOSITORY                    |           |             |            |             |  |
|          | DATA DATA                                       | 1 DAY     | 0           | OVER       | XA          | Vital<br>PIB                           |
|          | SYSTEM SYSTEM                                   | S         | 0           | LOS        | XA          | Users: All departments<br>Vital<br>PIB |
| ER.016   | OMNIRIM (RECORDS MANAGEMENT SYSTEM)             |           |             |            |             |  |
|          | DATA DATA                                       | S         | P           | P          | XA          | Vital<br>PIB                           |
|          | SYSTEM SYSTEM                                   | S         | 0           | LOS        | XA          | Users: All departments<br>Vital<br>PIB |
| ER.017   | POA (PROVINCIAL OFFENCES ACT MANAGEMENT SYSTEM) |           |             |            |             |  |
|          | DATA DATA                                       | S         | P           | P          | XA          | Vital<br>PIB                           |
|          | SYSTEM SYSTEM                                   | S         | 0           | LOS        | XA          | User: CRS<br>Vital<br>PIB              |
| ER.018   | RISKMASTER (RISK & INSURANCE MANAGEMENT SYSTEM) |           |             |            |             |  |
|          | DATA DATA                                       | S         | P           | P          | XA          | Vital<br>PIB                           |
|          | SYSTEM SYSTEM                                   | S         | 0           | LOS        | XA          | User: Risk Management<br>Vital<br>PIB  |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 2

| CCS CODE | CLASSIFICATION TITLES                         | RETENTION |             | FINAL DISP | ACCESS CODE | NOTES                             |
|----------|---|-----------|-------------|------------|-------------|-----------------------------------|
|          |   | Active    | Semi-active |            |             |                                   |
| ER.019   | QSM (HELP DESK)                               |           |             |            |             |                                   |
|          | DATA      DATA                                | S         | P           | P          | XA          | Vital                             |
|          | SYSTEM      SYSTEM                            | S         | 0           | LOS        | XA          | User: IT<br>Vital                 |
| ER.020   | TDMS (TRAFFIC VOLUME MANAGEMENT SYSTEM)       |           |             |            |             |                                   |
|          | DATA      DATA                                | S         | P           | P          | XA          | Vital                             |
|          | SYSTEM      SYSTEM                            | S         | 0           | LOS        | XA          | User: T&W<br>Vital                |
| ER.021   | SMART VEHICLE                                 |           |             |            |             |                                   |
|          | DATA      DATA                                | S         | P           | P          | XA          | Vital                             |
|          | SYSTEM      SYSTEM                            | S         | 0           | LOS        | XA          | User: T&W<br>Vital                |
| ER.022   | EDMS (ENGINEERING DOCUMENT MANAGEMENT SYSTEM) |           |             |            |             |                                   |
|          | DATA      DATA                                | S         | P           | P          | XA          | Vital                             |
|          | SYSTEM      SYSTEM                            | S         | 0           | LOS        | XA          | User: Geomatics<br>Vital          |
| ER.023   | CHAMELEON (ANIMAL SERVICES)                   |           |             |            |             |                                   |
|          | DATA      DATA                                | S         | P           | P          | XA          | Vital<br>PIB                      |
|          | SYSTEM      SYSTEM                            | S         | 0           | LOS        | XA          | User: Enforcement<br>Vital<br>PIB |
| ER.024   | LOTTERY LICENSE MANAGEMENT SYSTEM             |           |             |            |             |                                   |
|          | DATA      DATA                                | S         | P           | P          | XA          | Vital                             |
|          | SYSTEM      SYSTEM                            | S         | 0           | LOS        | XA          | User: Enforcement<br>Vital        |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 2

| CCS CODE | CLASSIFICATION TITLES   | RETENTION |             | FINAL DISP | ACCESS CODE | NOTES  |
|----------|---|-----------|-------------|------------|-------------|--|
|          |   | Active    | Semi-active |            |             |  |
| ER.025   | AMANDA (LICENSING SYSTEM)   |           |             |            |             |  |
|          | DATA DATA   | S         | P           | P          | XA          | Vital<br>PIB                                 |
|          | SYSTEM SYSTEM   | S         | 0           | LOS        | XA          | User:<br>Enforcement<br><br>Vital<br>PIB     |
| ER.026   | AUTO PROCESS (PARKING TICKET MANAGEMENT SYSTEM)   |           |             |            |             |  |
|          | ARCHIVE ARCHIVED DATA   |           | 4           | DELETE     | XA          | PIB  |
|          | DATA DATA   | T+2       |             | AR         | XA          | Vital<br>PIB<br>T=<br>Settlement             |
|          | SYSTEM SYSTEM   | S         | 0           | LOS        | XA          | User:<br>Enforcement<br><br>Vital            |
| ER.027   | GIS/CADD & NML (GEOGRAPHIC INFORMATION SYSTEM./COMPUTER-AIDED DESIGN DRAFTING & NOTIFICATION MAIL LIST) |           |             |            |             |  |
|          | ARCHIVE ARCHIVED GIS/CADD DATA  |           | P           | P          | XA          | PIB  |
|          | DATA DATA   | S         | P           | P          | XA          | Vital<br>PIB                                 |
|          | SYSTEM SYSTEM   | S         | 0           | LOS        | XA          | User:<br>Geomatics<br><br>Vital              |
| ER.028   | ELECTION VOTER TABULATION SYSTEM  |           |             |            |             |  |
|          | DATA DATA   | T         | 4           | OVER       | XA          | Vital<br>PIB<br><br>T= Last<br>Election Date |
|          | SYSTEM SYSTEM   | S         | 0           | LOS        | XA          | User: OCC<br><br>Vital                       |
| ER.029   | IT DEVELOPMENT REQUEST TRACKNG SYSTEM (ITPRD)   |           |             |            |             |  |
|          | DATA DATA   | S         | P           | P          | XA          | Vital  |
|          | SYSTEM SYSTEM   | S         | 0           | LOS        | XA          | User: All<br>departments<br><br>Vital        |

# SCHEDULE A



## CITY OF MISSISSAUGA

### RECORDS RETENTION SCHEDULE 2

| CCS CODE | CLASSIFICATION TITLES                     |               | RETENTION |             | FINAL DISP | ACCESS CODE | NOTES                   |
|----------|---|---------------|-----------|-------------|------------|-------------|-------------------------|
|          |   |               | Active    | Semi-active |            |             |                         |
| ER.030   | FIRE GEAC DISPATCH SYSTEM                 |               |           |             |            |             |                         |
|          | DATA                                      | DATA          | S         | P           | P          | XA          | Vital                   |
|          | SYSTEM                                    | SYSTEM        | S         | 0           | LOS        | XA          | User: Fire<br>Vital     |
| ER.031   | CALL CENTRE (IPCC)                        |               |           |             |            |             |                         |
|          | ARCHIVE                                   | ARCHIVED DATA |           | P           | P          | XA          | PIB                     |
|          | DATA                                      | DATA          | 1         |             | AR         | XA          | Vital<br>PIB            |
|          | SYSTEM                                    | SYSTEM        | S         | 0           | LOS        | XA          | User: CRS<br>Vital      |
| ER.032   | FIRE LOGGER (CVDS DIGITAL VOICE RECORDER) |               |           |             |            |             |                         |
|          | ARCHIVE                                   | ARCHIVED DATA |           | 6           | OVER       | XA          |                         |
|          | DATA                                      | DATA          | 30 DAYS   |             | AR         | XA          | Vital                   |
|          | SYSTEM                                    | SYSTEM        | S         | 0           | LOS        | XA          | User: Fire<br>Vital     |
| ER.033   | CLOSED CIRCUIT SECURITY SURVEILLANCE      |               |           |             |            |             |                         |
|          | CLIPS                                     | CLIPS         | 1 DAY     | 2           | DELETE     | XA          |                         |
|          | DATA                                      | DATA          | S         | 0           | OVER       | XA          | Vital                   |
|          | SYSTEM                                    | SYSTEM        | S         | 0           | LOS        | XA          | User: Security<br>Vital |
| ER.034   | COMMUNICATION AUDIO TAPES                 |               |           |             |            |             |                         |
|          | ARCHIVE                                   | ARCHIVED DATA |           | 2           | OVER       | XA          |                         |
|          | DATA                                      | DATA          | 30 DAYS   |             | AR         | XA          | Vital                   |
|          | SYSTEM                                    | SYSTEM        | S         | 0           | LOS        | XA          | User: Transit<br>Vital  |