



City Of Kingston

Ontario

By-Law Number 2020-8

A By-Law to Adopt the Records Retention Schedule

for the City Of Kingston

Passed: January 7, 2020

By-Law Number 2020-8

A By-Law to Adopt the Records Retention Schedule for the City Of Kingston

Passed: January 7, 2020

Whereas it is legislated that the Corporation of the City of Kingston adhere to the requirements of the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act regarding record maintenance, accessibility, and retention; and

Whereas a new Information Management Policy was adopted by Council on August 24, 2018;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. That the Records Retention Schedule for the City of Kingston is hereby adopted in the form attached hereto as Schedule "A".
2. That By-law 2008-182, "A By-law to Adopt the Recorded Information Management Policy and Records Retention Schedule for the City of Kingston", is repealed in its entirety.
3. That this By-Law shall come into force and take effect on its passing.

This By-Law was given Third Reading and Passed January 7, 2020

Schedule "A" City of Kingston Records Retention Schedule

Introduction

This retention schedule describes the length of time municipal records are to be kept until their destruction or transfer to the City Archives.

Structure

The schedule reflects the functions documented by the records, rather than the divisions creating them. It is divided according to the primary functions and secondary categories identified in the City's records classification scheme, plus a special section for transitory records. The primary functions are not arranged by the names of the divisions/offices creating or receiving the records.

Informational Content vs. Record Format

The schedule does not generally specify the physical format of the records. Instead, it indicates the period for which the *information* contained in the records needs to be maintained. Records should be organized and retained according to their subject matter and not the format they are stored in.

Disposal of Entire "File" vs. Individual Components

The basis of the City's records classification scheme is that all like documents in a calendar year or for a specific case or project are maintained together under the appropriate classification category within each work unit. Generally, the retention periods contained in the schedule refer to the entire body of documents maintained as a file. Unless file components have been specifically listed with different retention periods, or records have been selected to be maintained for archival purposes, related files and documents should be maintained and disposed of together.

Schedule Format

Schedule entries are identified by the secondary categories (records series) from the City's classification scheme. Each has a file plan reference number, a title and description, and columns entitled Retention, Archival Value, Vital Record, and Retention Remarks.

Retention

- The period of time the records are to be retained by the corporation, in years (unless indicated differently).

Schedule "A" City of Kingston Records Retention Schedule

Archival Value

- Indicates a record that has been appraised for permanent retention and archival accession because of its historical, legal (including evidential), operational, or administrative value.

Vital Record

- Any record that is essential to maintain and continue the operations of the City, to establish or recreate the City's legal or financial position, and/or to preserve the rights of the City, its employees, and the members of the public.

Retention Remarks

- Notes and information regarding the retention of the record series.

Abbreviations

The following abbreviations are used to indicate retention information:

- C = Current Year (e.g. C + 2 = Current Year plus the previous 2 calendar years).
- P = Permanent – Permanently retained by the corporation.
- SO = Superseded or Obsolete – Refers to records for which a specific retention period cannot be predetermined. "Superseded" is used for records or items that have been updated and replaced by a new version. "Obsolete" means that the record or item is no longer required. Under SO, the authority to decide when the records are ready for disposal is delegated to the custodial Manager/Director.
- SR = Selective Retention – Indicates that some of the records may have enduring value and are to be reviewed by Archives staff prior to disposal. Those records subsequently identified as being of enduring value are to be preserved in the City Archives once the retention period has ended. Records will be selected on the basis of recognized archival practices such as weeding (all files kept but some contents destroyed), sampling (only some files kept based on specified criteria, the others destroyed), or a combination of the two.
- E = Event – Refers to records for which a specific retention period cannot be predetermined as they must be kept until after the termination of a defined activity, event or function. In some cases, "E" has been defined to guide the decision.
- Y = Yes

Schedule "A"
City of Kingston Records Retention Schedule

Omissions and Changes

Although the retention schedule is based on the most accurate information available, some records may not be included. Where specific authority is not provided in this schedule, records cannot legally be disposed. They must be retained until the schedule is amended.

In addition, retention periods prescribed in this schedule may be altered due to changes in legislation or functional requirements. Once such changes become known, no disposal may take place until the appropriate amendments are made to the schedule.

Schedule "A"
City of Kingston Records Retention Schedule

Transitory Records

The following records are common to most divisions and are normally required for a very limited period of time. Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by the individual work unit. Note that blank forms are not records and they should not be maintained within a records system. Until they are used, blank forms are considered to be office supplies.

Reference Number	Record Series Description	Retention
N/A	Additional Duplicate Copies Additional copies of records. Includes those created for ease of reference or for distribution at meetings, training sessions, etc. Examples include multiple copies of project or committee materials such as minutes, reports, agendas, etc. as sent to various committee members and staff. Duplicate copies of documents retained only for distribution or convenience (e.g. multiple copies of reports or memos).	SO
N/A	Telephone Messages Includes personal telephone messages and simple telephone messages recorded on post-it notes, message pads, log books, and in voicemail which do not record official business decisions, or have future business, financial, operational, administrative, legal, vital, or archival value.	SO
N/A	Working Papers Rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official business decisions, or have future business, financial, operational, administrative, legal, vital, or archival value.	SO
N/A	Miscellaneous notices or memoranda Includes "All Staff" emails, messages on upcoming special events, or memos on minor administrative details.	SO
N/A	External Publications Includes administrative manuals, directories, catalogues, newsletters, pamphlets and periodicals produced by organizations external to the municipality. Also Includes unsolicited advertising, brochures and flyers.	SO

Schedule "A"
City of Kingston Records Retention Schedule

Administration

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
A01	Associations, Organizations and Conferences Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belongs or with which they communicate in the course of their duties. Also includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.	Originating	C + 3			Specific topics should be filed by subject.
A02	Staff Meetings Includes records regarding the activities of staff committees, task forces and working groups. Includes notices of meetings, agenda, minutes, etc. and copies of staff activity reports.	Originating	C + 5		Y	
A03	Information Systems and Technology Includes records relating to the design of computer systems and/or software and network architecture.	Information Systems & Technology	C + 5			
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.	Originating	E + 3			E = life of the asset

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
A08	Office Supplies and Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and the management of forms and templates.	Originating	C + 3			
A10	Records Management Includes information associated with the management of corporate records, regardless of medium or format. Specific records include file listings and feasibility studies.	Originating	C + 5			
A11	Records Storage and Disposal Includes records regarding the storage and disposal of municipal records. Includes records centre operations and retention scheduling. Also includes the forms authorizing and describing the destruction of records.	City Clerk's	P		Y	
A13	Travel, Visits and Tours Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, and catalogues and brochures concerning hotels, convention sites, and restaurants. Includes staff travel away from City Hall and special visitors and groups to City Hall.	Originating	C + 3			
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters clothing and safety clothing used by utilities operators.	Originating	C + 5			

Legend **C** = Current Year **P** = Permanent **SO** = Superseded or Obsolete **SR** = Selective Retention **E** = Event **Y** = Yes

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
A17	Information Access and Privacy Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act, and records associated with the handling of requests under the Act.	City Clerk's	C + 3		Y	
A18	Physical Security Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys.	Originating	C + 5			
A19	Properties Planning Includes records for the planning, construction, and renovation of municipal facilities such as fire stations, pools, and office buildings. Includes proposals, site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings, floor plans and correspondence.	Facilities Management Building Services Planning	P	Y		
A20	Properties Administration Includes records regarding the administration and maintenance of the municipality's buildings and properties, such as libraries, Market Square, office buildings, and non-profit housing complexes. Includes interior and exterior maintenance to buildings and grounds. Also includes administrative concerns such as parking and tenant matters.	Facilities Management	C + 20			
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities, meetings and events.	Facilities Management	C + 3			

Legend **C** = Current Year **P** = Permanent **SO** = Superseded or Obsolete **SR** = Selective Retention **E** = Event **Y** = Yes

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
A22	IT Administration and Operations Includes records concerning the administration, operation and maintenance of computer network systems, records regarding use, maintenance, fixes, upgrades and registrations of existing software and software systems in use by the City, and records related to telecommunications systems.	Information Systems & Technology	C + 1			

Schedule "A"
City of Kingston Records Retention Schedule

Development and Planning

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D01	Demographics and Employment Includes record regarding trends in the population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the work force, etc.	Planning	C + 10	SR		
D02	Economic Planning and Development Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.	Planning	C + 10	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D03	Environmental Planning Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning. Also contains information on source water protection such as risk assessments and risk management plans.	Planning Environment	P E + 5	SR		E = event occurring as defined by the Environmental Protection Act or termination of project. A document related to an environmental assessment may be destroyed by or under the authority of the Minister when it has been completely recorded or copied and the recording or copy is retained for the purposes of the inspection under section 36(6) of the Environmental Assessment Act.
D04	Residential Planning and Development Includes records regarding the availability of housing and related planning. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Planning	C + 10	SR		
D05	Natural Resources Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information.	Planning Environment	C + 5	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D06	Tourism Development Includes records regarding the development of the tourism industry and large scale efforts made to promote and encourage tourism such as the use of the municipality as a convention site.	Cultural Services	C + 10	SR		
D07	Condominium Plans Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes and background information and applications.	Planning Building Services	P E + 20	SR	Y	E = last registration of plan, plan closed or denied Condominium Plan becomes a Registered Plan upon approval. Final approved plan retained permanently by the Planning Department. Condominium agreements (L04) retained by the City Clerk's Department.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D08	Official Plans Includes the official plan and amendments to the Official Plan. Includes Secondary Plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts. Also includes Master Plans, containing detailed design concepts showing land use, building locations, transportation and open space.	Planning City Clerk's	P	SR	Y	
D09	Official Plan Amendment Applications Includes applications to amend the Official Plan or Secondary Plans, background reports, staff reports, notices, resolutions and decisions.	Planning	E + 5		Y	E = final decision
D10	Committee of Adjustment, Consents Includes records regarding the granting of severances to parcels of land.	Planning	P	SR	Y	
D11	Site Plan Control Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.	Planning	P	SR	Y	Application can be destroyed 2 years after the final decision.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D12	Subdivision Plans Includes records regarding the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes records pertaining to the construction and final assumption of the subdivision.	Planning Engineering	P E + 20	SR	Y	E = last registration of plan, plan closed or denied Subdivision Plan becomes a Registered Plan upon approval. Final approved plan retained permanently by the Planning Department. Subdivision agreements (L04) retained by the City Clerk's Department.
D13	Committee of Adjustment, Minor Variances/Permission Includes records regarding the granting of variances in land use from existing zoning regulations.	Planning	P	SR	Y	
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes. Includes zoning applications.	Planning	P	SR	Y	

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D15	Easements Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Also, easements granted to other institutions to maintain their services across City owned property (e.g. Hydro One & Bell Canada).	Planning	P	SR	Y	
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands. Includes records regarding the public use and encroachment of roads, streets, and boulevards including hedges, fences, porches, charity toll booths and food trucks. Also includes surveys and any other related documentation.	Planning	P	SR	Y	
D17	Municipal Restructuring Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include county restructuring studies, joint services studies and City boundary adjustments.	City Clerk's	P	Y	Y	

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D18	Community Improvement Projects Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRIDE, etc. May include records on housing rehabilitation programs, i.e. RRAP, CMHC, BRIC.	Planning	E + 7	SR		E = completion of project
D19	Committee of Adjustment, General Records associated with applications for variances from or expansion of legal non-conforming uses to the zoning by-law.	Planning	P	SR	Y	
D20	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.	Planning	SO + 10	SR		
D21	Reference Plans Includes registered deposit plans, site plans, property survey plans as received from Registry/Land Titles office. May include correspondence.	Planning	P	SR	Y	

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D22	Commercial Development Includes records regarding planning, promotion and development of industry and commerce. Includes hospitals, government installations and educational institutions. Records include studies, statistics, and projections.	Planning	C + 10	SR	Y	
D23	Sidewalk Use Includes application for use of extended sidewalks and the establishment of outdoor patios, kiosks and fixed site locations for vendors. Also includes applications from street musicians and buskers.	Originating	C + 3			
D24	Rental Housing Protection Act Applications made under the Rental Housing Protection Act for severance, demolition, conversions, repairs and consents.	Originating	C + 10			
D25	Growth Management Includes all records and correspondence related to growth management and sustainable development in the municipality.	Originating	C + 10	SR		
D26	Coastline, Harbours and Water Lots Records regarding the planning, development and use of the City's coastline, harbours and water lots. Includes dredging and near shore construction guidelines.	Originating	C + 10	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D27	Part Lot Control Applications made pursuant to the Planning Act for the lifting of Part Lot Control. Includes all records, correspondence, application forms and by-laws.	Planning	E + 10			E = completion of the development of the land
D28	Removal of 'H' Holding Symbol Applications made pursuant to the Planning Act for the removal of a Holding 'H' Provision. Includes all records, correspondence, application forms, Council resolutions and by-laws.	Planning	E + 10	SR		E = removal of 'H' provision
D29	Land Use Planning Records associated with land usage including the management of growth and development for agricultural, social, economic and environment requirements. May include information about agricultural uses, activities, standards and practices.	Planning	P	SR		
D30	Property Files Includes building permits, lawyers letters, correspondence, and any other information on specific properties	Planning Building Services	E + 20			E = completion of construction and/or renovation project
D31	Geographic Information Resources Includes records regarding the Geographic and Information systems (GIS) resources utilized by the City.	Originating	SO + 6			

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
D33	Planning Statistics Includes Planning statistical records and analysis related to the City of Kingston, including Building Department records, property assessment data, and inventory and statistics by land use type.	Planning	P	SR		
D34	Urban Design Includes the arrangement, appearance and functionality of towns and cities, and in particular the shaping and uses of urban public space.	Planning	P	SR		

Schedule "A"
City of Kingston Records Retention Schedule

Environmental Services

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
E01	Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers, connection charges and impost fees.	Engineering	P	SR	Y	
E02	Storm Sewers Includes records regarding the design, construction and maintenance of storm sewers.	Engineering	P	SR	Y	
E03	Treatment Plants Includes records regarding the operation of treatment stations, pumping stations, lagoons, plus design / construction and maintenance.	Engineering	P	SR		
E04	Trees and Brush Includes records of tree removal, planting, trimming, pruning and preservation and handling.	Public Works	C + 5			
E05	Environmental Monitoring Includes records regarding the routine monitoring of water / air quality, water quantity as well as responses to interferences with quality and quantity. Also includes monitoring and control of creeks, floods, weeds, erosion, top soil, storm water, and noise. Includes soil studies, cleanups, environmental assessments, bore hole studies and surface drainage issues.	Environment	P	SR	Y	

Legend C = Current Year P = Permanent SO = Superseded or Obsolete SR = Selective Retention E = Event Y = Yes

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
E06	Utilities Includes records regarding utility services provided to residents. Includes telephone lines, gas mains, power lines, and water meters. Also includes major utility networks which provide energy products to customers across Ontario and Canada - including utilities such as major pipelines, hydro transmission, and related infrastructure.	Originating	C + 5			
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services, and composting.	Solid Waste	E + 3	SR		E = disposal or replacement of the facility E + 6 years for PCB material storage records after PCB removed from site. E + 10 years for leaf/yard waste composting site shipping records. Records regarding the current and inactive/perpetual care of landfill sites are kept permanently.
E08	Water Works Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment.	Engineering	E + 15	SR	Y	E = life of the facility or system Specifications are kept permanently.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
E09	Drains Includes records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.	Engineering	P	SR	Y	
E10	Combined Sewers Includes records regarding the design, construction and maintenance of combined sewers.	Engineering	P	SR	Y	
E11	Environmental Management Systems Includes records regarding the development and implementation of an Environment Management System, including issues of environmental compliance, internal auditing, procedures and public consultation.	Environment	P	SR	Y	

Schedule "A"
City of Kingston Records Retention Schedule

Finance

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as employee and Council expenses, invoices, cheque requisitions, EFTs, procurement cards, reports, uploads, queries, cheque listings, supporting documents used to authorize issuance of cheque, cheque information, and cancelled cheques.	Finance	C + 7			
F02	Accounts Receivable and Revenue Includes records documenting funds owing to the municipality, such as invoices, billing listings, reports, queries, and write offs. Includes records regarding the generation of revenues other than assessment taxes, such as deposit summaries.	Finance	C + 7			
F04	Banking Includes records regarding banking transactions and relationships with banks, such as bank statements, deposit records, service charges, and NSF cheques.	Finance	C + 7			
F05	Budgets and Estimates Includes division and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also included are budget variances.	Finance	C + 10	SR		Budget books are to be held onto permanently.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
F06	Assets Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation amortization, and disposal.	Facilities Management and Construction Services	E + 7		Y	E = disposal of the asset Records related to mortgages must be kept for 10 years.
F08	External and Internal Financing, Incoming Includes records regarding loans, debentures, bonds and internal borrowing such as internal issuance payments made and debenture registered.	Finance	E + 7	SR	Y	E = maturity of bond or debentures surrendered for exchange/cancellation
F10	Financial and Audit Reports Includes Financial Statements, Financial Information Returns (FIR), financial audit reports, and internal control audits, as well as all working notes, calculations, and background documentation.	Finance	P	Y	Y	
F11	Grants, Incoming Includes records regarding revenue generated in the form of grants'-in-lieu, provincial and federal grants, as well as submissions, acknowledgements, and reports.	Finance	E + 7			E = life of the asset, term of the grant, or term of the loan
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E + 7		Y	E = maturity of investment or closure of the account.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
F15	General Ledgers and Journals Includes all records and all background documentation (such as chartfields) used to substantiate journal entries and all subsidiary ledgers, registers, and reconciliations.	Finance	P	Y		
F16	Payroll Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, TD-1, and Blue Cross reconciliations, T4 Slips, OMERS yearly reports and Statistics Canada reports. Also includes honoraria and fees to Council.	Payroll	E + 7		Y	E = termination of employment
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Originating	C + 10			

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
F18	Procurement Documents Includes records regarding quotations and tenders from suppliers of goods and services. Includes records relating to RFQ's (Request For Quotations), RFP's (Request For Proposals) as well as quotes and inquiries received from suppliers of goods and services. Includes all documentation regarding the selection process, including invitations to tender, tender submissions, pre-qualifications, and all documentation regarding the selection process. Excludes: Requests for Information	Originating	Successful – E + 7 Un-successful – C + 1	SR		E = termination or expiry of agreement City Clerk's Department retains tender sign-in sheets permanently.
F19	Receipts Includes receipts issued for income tax purposes and for payment of items such as parking tickets, licenses, rentals, taxes, and utilities.	Finance	C + 7			E1 + 20 for homes for the aged resident records; where E1 = the last entry in the records in respect to the resident. E2 + 5 for homes for the aged resident records; where E2 = the death of the resident.
F20	Reserve Funds Includes records documenting obligatory (statute) or discretionary (council) reserve funds. Reserve funds have designated purposes and monies are segregated and specifically earmarked for a particular project or activity.	Finance	E + 7			E = life of the reserve fund

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
F22	Tax Records Includes taxation records of long-term importance, such as tax sale records, tax sale deeds, tax arrears, register cards, and tax write offs.	Taxation	P	SR		
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust.	Finance	E + 7		Y	E = closure of account
F25	Grants and Loans, Outgoing Includes grant applications and correspondence made to the city, such as individual requests and requests made to committees.	Finance	E + 7			E = term of the grant or loan
F27	Payroll Processing Includes reports and data used by the Payroll Unit and Payroll Register when processing payrolls. Includes information such as attendance sheets, error reports, General ledger reports, pay sheet interfaces, pre-confirmed audit reports, pre-confirmed calculation reports, queries, and pertaining data.	Payroll	C + 7		Y	
F28	Federal and Provincial Taxes Includes all records and correspondence relating to the collection, payment and tracking of all federal and provincial taxes by the municipality.	Finance	C + 7		Y	

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
F30	Assessment Rolls Includes records concerning the listing of real property of a municipality such as residential, business, and industrial listings accumulated annually for statistical purposes.	Taxation	P	Y	Y	Assessment rolls are kept permanently.
F32	Requests for Information Includes Request for Information documentation, which includes information in relation to procurement research and roster.	Originating	C + 3			
F33	Reserves Includes records documenting discretionary (council) reserves. Reserves result from an appropriation from net revenue, not requiring physical segregation of money and having no reference to any specific asset.	Finance	E + 7			E = life of the reserve fund
F34	Tax Adjustments, Payments and Correspondence Includes general records and correspondence relating to property taxes.	Taxation	C + 7	SR		

Schedule "A"
City of Kingston Records Retention Schedule

Governance and Policy

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
G01	By-laws Records associated with draft and final versions of by-laws and amendments and attachments that are legally part of the by-laws. May include working documentation used in the development of by-laws.	City Clerk's	P	Y	Y	E = approval of by-law Original signed by-laws are kept permanently.
G02	Council Records related to the meetings, duties and functions of Council. Includes notices of meetings and agendas, meeting minutes, reports, working papers and correspondence, as well as all material related to delegations and petitions made to Council. Also includes closed Council session agendas and minutes.	City Clerk's	P	Y	Y	C + 6 for City Clerk's general working files.
G03	Committees and Boards Records related to the meetings, duties and functions of the committees of Council. Includes notices of meetings and agendas, meeting minutes, reports, working papers and correspondence, as well as working notes used in meeting preparation.	City Clerk's	P	Y	Y	

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
G04	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., etc.	City Clerk's	C + 3			
G05	Elections Includes returned notices, lists of officials, voters' lists copies, nominations, election results, and information on ward boundaries. Includes advertising.	City Clerk's	C + 7	SR		Election ballots shall be kept for 120 days. Information relating to campaign contributions shall be kept for 1 year. Ward boundary information should be kept permanently.
G06	Strategic Planning Includes records concerning strategic planning, goals and objectives, and mission statements at the corporate, Council, division and section level. Includes procedural audits and studies to analyze existing operations, business plans and division activity reports.	Originating	SO + 3	SR		
G07	Policies and Procedures Includes policy and procedure manuals, guidelines and directives.	City Clerk's	P	SR		Permanently retain one copy, all changes required for audit or legal purposes, and policies and procedures set by Council.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
G08	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government. May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.	Originating	C + 7	SR	Y	

Schedule "A"
City of Kingston Records Retention Schedule

Human Resources

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
H01	Attendance and Scheduling Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	Originating	C + 3			
H02	Benefits and Services Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits and services offered to employees, such as group insurance, dental plans, Canada Savings Bonds, counseling and rehabilitation services and general information on OMERS, EHT, EI and educational subsidies.	Human Resources & Organization Development	E + 7			E = termination of employment, or plan terminated or changed
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time, student employees, and volunteers.	Human Resources & Organization Development	E + 10		Y	E = termination of employment All originals should be sent to Human Resources. Human Resources active Employment history records are retained by HR administration.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
H04	Health and Safety Includes records regarding the occupational health and safety of employees. Includes accident reports, Workers Safety and Insurance Board (WSIB) reports and claims, information on health and safety programs for staff, and records regarding violence and harassment.	Human Resources & Organization Development	E + 3 Accidents – E + 15		Y	E = termination of employment In accordance with the Occupational Health and Safety Act, Personal Exposure Records shall be kept for the later of: 1. The 40th anniversary of the date the first record was created in the personal exposure record. 2. The 20th anniversary of the date the last record was added to the personal exposure record.
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources & Organization Development	SO + 3			
H07	Labour Relations Includes records regarding the relationship between Labour and management. Includes collective bargaining, correspondence with unions, grievances and negotiations.	Human Resources & Organization Development	E + 10			E = expiry of Collective Agreement Grievance files are kept 50 years after termination of employee. Original agreements are kept permanently in Human Resources.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
H08	Organization Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Originating	C + 7	SR		
H09	Salary Planning and Administration Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules.	Human Resources & Organization Development	C + 7			
H10	Pension Records Includes records detailing pension obligations due to individuals under OMERS.	Human Resources & Organization Development	E + 7		Y	E = termination of employee After termination of employee, OMERS would be responsible for pension records. Pension plans, annual information returns are kept permanently.
H11	Recruitment Records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Also includes records dealing with specific recruitments from placement agencies and assistance programs, both temporary and subsidized placements.	Human Resources & Organization Development	C + 7			

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials.	Human Resources & Organization Development	E + 3			E = date course last offered Only courses developed and presented by the Municipality are subject to archival selection.
H13	Employee Awards and Honours Includes all records and correspondence related to employee awards and honours granted by the municipality.	Human Resources & Organization Development	C + 3			Information relating to awards and honours should be placed within the employee's HR file.
H14	Equity Programs Includes all records and correspondence related to the planning, development and administration of various staff equity programs including employment equity, pay equity, internal equity, external equity and market equity.	Human Resources & Organization Development	SO + 3		Y	Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.

Schedule "A"
City of Kingston Records Retention Schedule

Legal

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
L00	Legal Affairs, General Includes records regarding legal affairs which cannot be classified elsewhere.	Legal Services	C + 7			
L01	Appeals and Hearings Includes all transcripts, final judgments and related documentation regarding appeals, hearings, and legal proceedings. Includes zoning appeals, Official Plan appeals, and Committee of Adjustment appeals, Court of Revision hearings and Assessment Review Board hearings. Also includes orders issued by regulatory bodies and boards such as the FOI Commissioner and the LPAT.	Legal Services	P	SR		Kept onsite until resolution of appeal, then kept offsite permanently.
L02	Claims Includes all liability claims made by other parties against the municipality. Including claims made under municipal insurance policies. Also includes all liability claims made against other parties by the municipality.	City Clerk's Corporate Services	E + 15		Y	E = date of claim

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
L04	Contracts and Agreements Copies of and signed originals of all agreements entered into by the municipality. Includes contracts, construction contracts, service agreements, collective agreements, site plan agreements, subdivision agreements, easements, encroachments, sidewalk patios, employment contracts, etc. Most signed originals are held in the Council Support Division.	City Clerk's Legal Services	P	SR	Y	
L06	Insurance Includes municipal insurance policy documents, and related records concerning vehicle, liability, theft, and fire insurance. Also includes appraisals of municipal property for insurance purposes.	Corporate Services Real Estate & Environment Initiatives	E + 15			E = expiry of policy or resolution of claim and all appeals In the case of insurance appraisals, E = date of appraisal
L07	Leasing Includes records regarding buildings, land and properties owned by others, and leased or rented by the municipality, for municipal purposes. Also includes records regarding land, buildings and properties owned by the municipality, and leased out to others.	Real Estate & Environment Initiatives	E + 10	SR		E= termination of lease
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and bylaws.	Legal Services	P	SR		

Legend **C** = Current Year **P** = Permanent **SO** = Superseded or Obsolete **SR** = Selective Retention **E** = Event **Y** = Yes

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
L09	Precedents Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters	Legal Services	SO			
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Legal Services	SO			Legal and City Clerk's have a complete set of up-to-date Canadian legislation.
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Legal Services	SO			Legal and City Clerk's have a complete set of up-to-date Ontario legislation.
L12	Vital Statistics Includes registers of births, deaths, marriages and change of name.	Financial Services	P	Y	Y	Marriage license applications C + 2 years. Birth, death, and marriage registers are kept permanently.
L13	Prosecutions Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Legal Services	E + 7		Y	E = resolution of prosecution

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
L14	Deeds Originals of deeds of lands held by the City and copies of deeds of lands sold or exchanged by the City. Originals held in the Council Support Division. Also includes consents required under The Canadian Anti Spam Legislation (CASL).	City Clerk's	P	Y	Y	
L16	Corporate Interests Includes records regarding the acquisition and protection of intellectual property rights on behalf of the municipality. Includes patent, trademark and copyright applications as well as records dealing with the use of the City's name and/or logo by third parties.	Legal Services	P	Y	Y	
L17	Litigation Records regarding litigation disputes involving the City, its employees, and various municipal boards and commissions.	Legal Services	E + 7		Y	E = resolution of litigation
L18	Land and Property Sale and Acquisition Includes land and buildings acquisition records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes expropriation plans, purchase letters and appraisals, allowances. Also includes records regarding the sale of municipal land and buildings.	Legal Services Real Estate & Environment Initiatives	P E + 7	SR	Y	E = release of the City's interest in the land or property

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
L20	Legal Compliance Records relating to the legal compliance of an individual or corporation in relation to an agreement or memorandum of agreement with the city. Use this category only when a specific agreement file does not exist in the business unit. May include requests from and responses to lawyers about the status of agreement compliance, related instruments and lot grading certificates which do not relate to correct sub-division or site plan files.	Legal Services	E + 7			E = termination of the agreement or the memorandum of agreement
L21	Provincial Offences Administration Records relating to the administration of the Provincial Offences Act.	Legal Services	C + 7			

Schedule "A"
City of Kingston Records Retention Schedule

Media and Public Relations

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.	Originating	C + 3	SR		
M02	Ceremonies and Special Events Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes issues of dedication and commemoration and records regarding the promotion, marketing, set-up and running of special events e.g. CORK.	Recreation & Leisure	C + 5	SR		
M03	Charitable Campaigns Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Includes Toys for Tickets.	Originating	C + 7	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
M04	Inquiries, Complaints and Commendations, Incoming Includes records regarding complaints, commendations, requests for information, and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries about council proceedings and incoming congratulatory letters and condolence letters.	Originating	C + 3	SR		When an inquiry, complaint, or commendation is received by a Customer Service Representative or other staff member, and it is forwarded to another department for their information/action, the receiving department may classify the information depending on its subject matter, and therefore the information will inherit the retention of that classification.
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media.	Originating	C + 3	SR		
M06	News Releases and Media Relations Includes background notes, communication plans, and final versions of news releases issued. Includes messages for inclusion in special event programs.	Comms / Customer Experience	C + 7	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature.	Originating	SO	SR		
M08	Speeches and Presentations Includes background notes, and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	Originating	C + 5	SR		
M09	Visual Identity and Insignia Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Comms / Customer Experience	P	Y		
M10	Proclamations and City Hall Illuminations All material related to proclamations and City Hall illuminations. Includes correspondence and advertising copy and purchase requisitions.	City Clerk's	P	Y		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
M11	Public Relations Includes outgoing letters of support, congratulations, greetings, honourable achievement awards and welcome and any records and correspondence related to public relations. Also includes issues surrounding internal/external communications.	Mayor's Office Originating	P C + 3	SR		
M12	Tourist Services Includes records relating to the planning and development of tourist related services such as municipal souvenirs, pins and tourism pamphlets. As well as records relating to the Town Crier and to minor special events.	Cultural Services	C + 7			
M13	Website and Social Media Content Includes snapshots of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites (such as Facebook, Twitter, etc.).	Comms / Customer Experience	SO	SR		

Schedule "A"
City of Kingston Records Retention Schedule

Protection and Enforcement Services

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
P01	By-law Enforcement Includes records of municipal efforts to enforce bylaws, such as parking infractions, pest control, fence viewing, etc. Includes fence viewing and property standards inspections.	By-Law Enforcement Parking Services	C + 7	SR		
P02	Daily Occurrence Logs Includes logs maintained of daily occurrences such as police dispatches or fire assistance calls.	Fire & Rescue	C + 5	SR		
P03	Emergency Management Includes records regarding the planning and rehearsal of emergency measures.	Fire & Rescue	SO + 3	SR	Y	Emergency Plan shall be made available to the public.
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects.	Human Resources & Organization Development	E + 5	SR		E = action completed to contain or remove hazardous material

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
P05	Incident / Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Also includes victim of crime applications for compensation.	Originating	C + 5		Y	
P06	Building and Structural Inspections Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections.	Fire & Rescue Building Services	C + 7		Y	
P07	Health Inspections Includes health inspection reports conducted on private, public and commercial properties, such as restaurants and slaughterhouses.	Human Resources & Organization Development	C + 7		Y	
P08	Investigations Includes records of investigations pertaining to law enforcement, traffic accidents and firefighting activities.	Fire & Rescue	E + 10	SR	Y	E = closure of investigation
P09	Licenses Includes records regarding licenses administered by or required by the municipality, or required by the province, such as taxi licensing, tobacco, lotteries, bingos, casinos, LCBO, businesses, quarries, plumbers and electricians, dogs and cats.	Licensing	E + 7		Y	E = expiry of licence

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
P10	Building Permits Includes permits issued to builders, contractors, and residents giving them permission to build, renovate, or demolish. Includes footing and foundation permits.	Building Services	P		Y	
P11	Permits, Other Includes applications and permits that the municipality issues giving permission to hold special events, transport oversize loads, erect signs, park on the street, and other purposes. Includes cut permits, fill permits and permits for the erection of banners.	Originating	E + 5		Y	E = expiry of permit Cut permits and fill permits to be held permanently.
P12	Warrants Includes all issued warrants.	Legal Services	E + 5	SR		E = execution of warrant Court services search warrants – 40 years (subject to archival selection)
P13	Criminal Records Includes all documentation related to individuals with a history of criminal activity.	Legal Services	E + 5			E = occurrence/investigation closed or disposition of charge
P14	Animal Control Includes records regarding the control of household pets, strays, wildlife, and livestock. Includes animal control office's reports.	Originating	C + 7			

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
P15	Community Protection Programs Includes records on community protection and crime prevention such as Neighbourhood Watch and Block Parents, etc. Includes correspondence and brochures.	Originating	SO + 3	SR		
P16	Fire Protection Services Includes records regarding fire protection services which cannot be filed by subject elsewhere.	Fire & Rescue	C + 3	SR	Y	Permanent record of maintenance and testing of portable fire extinguishers
P17	Police Services Includes records regarding law enforcement and other police services which cannot be filed by subject elsewhere.	Originating	C + 5		Y	

Schedule "A"
City of Kingston Records Retention Schedule

Recreation, Culture and Education

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
R01	Heritage / History Preservation Includes records regarding heritage and historical development and municipal history. Includes designations of buildings, districts, and cemeteries, and also includes archaeological assessments. Also includes records related to applications to build on or renovate properties and buildings which have been designated or listed as being of historical significance.	Cultural Services	P	Y		
R02	Library Services Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests, and more general records regarding the operation of libraries.	Originating	C + 5	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
R03	Museum and Archival Services Includes registers of holdings, museum art and artifact programming, activity reports, historical society holdings, archival operations, conservation information, and related records.	City Clerk's Cultural Services	P	Y		
R04	Parks Planning and Development Includes correspondence, descriptions, reports, and other records dealing with the planning and development of municipal parks. Includes maps and plans and records regarding cash in lieu of park lands.	Engineering	P	Y		
R05	Recreational Facilities Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.	Recreation & Leisure	E + 5	SR		E = closure of the facility

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
R06	Recreational Programming Includes correspondence, policies, applications, registrations and general information regarding the development and delivery of recreational programs to the community, such as youth, sport and fitness, adult education, crafts and other programs.	Recreation & Leisure	C + 7	SR		
R07	Educational Institutions and Services Includes records and correspondence which cannot be filed by subject elsewhere.	Originating	C + 3			
R08	Multicultural Relations Includes all related records such as correspondence, policies and general information. Also includes records regarding citizenship ceremonies.	Originating	C + 3	SR		
R09	Cultural Agencies Includes all records, documents and correspondence which cannot be filed by subject elsewhere.	Originating	C + 3			
R10	Recreational Agencies Includes all records, documents and correspondence regarding external recreational agencies which cannot be filed by subject elsewhere.	Recreation & Leisure	C + 3			

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
R11	Parks Maintenance Records related to the maintenance of municipal parks, including activities such as grass cutting, planting and landscaping.	Engineering	C + 7			Playground equipment maintenance records are to be retained permanently.

Schedule "A"
City of Kingston Records Retention Schedule

Social and Health Care Services

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
S01	Children's Day Nursery Services Includes general program information regarding child care programs such as municipal and private day care and day nursery services. Also includes general resource information used in counseling children and parents involved in these programs.	Housing & Social Services	E + 7			E = discharge of child E + 20 for Community and Family Services files related to funding and operating Children's Services.
S02	Services for Seniors Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes Rideaucrest Home for the Aged as well as general resource information used in counseling seniors considering moving to homes for the aged.	Housing & Social Services Residential Long Term Care	C + 7			
S03	Long Term Care Facility Residents Includes records regarding individual residents of homes for the aged.	Residential Long Term Care	E + 10			E = discharge of resident

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
S04	Social Assistance Programs Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counseling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services.	Housing & Social Services	C +10			Original contracts reside in the City Clerk's Department.
S05	Assistance Case Records Includes individual records regarding general welfare assistance and Ontario Works recipients.	Housing & Social Services	E + 5		Y	E = file closed without an active overpayment Overpayment information retained permanently.
S06	Medical Case Records Includes case records regarding communicable diseases, venereal diseases, dental care, maternal/parental care, and other medical case records.	Originating	E + 3			E = discharge of patient or resolution of claim
S07	Children's Services Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programs. Also includes general resource information used in counseling children and parents involved in these programs.	Housing & Social Services	C + 7			Includes monthly Billings, letters, correspondence, licensing issues, and Purchase of Services. Original contracts reside in the City Clerk's Department.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
S08	Public Health Services Includes records regarding public health programs such as health and safety education, school health programs, disease control (including immunization), family planning and ambulance services.	Originating	C + 5		Y	
S09	Cemetery Records Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries.	City Clerk's	P	Y		
S10	Homemakers Services Case Records Records relating to the provision of homemakers services client records and homemakers services administrative files including procurements and billings.	Housing & Social Services	E + 20 (Client Files) C + 7 (Admin Files)			E = file closed/inactive
S11	Children's Services Case Records Records relating to the provision of children's services and support programs.	Housing & Social Services	E + 7			E = discharge of child
S12	Employment Services Case Records Records relating to client support in the area of employment services outside of Ontario Works.	Housing & Social Services	E + 10			E = file closed/inactive

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
S13	Non-Profit Housing Includes records and correspondence related to the non-profit housing corporations.	Housing & Social Services	E + 10			E = termination of service provision Social Housing Reform Act, 2000 instructs that Community and Family Services hold onto the record for at least E + 7. Original agreements held permanently by department. May include agreements, Purchase of Services, and Service Contracts.
S14	Accessibility Correspondence, reports, policies and information concerning the issue of access to buildings, streets, sidewalks, commercial and public areas, transportation, housing, etc.	Accessibility Compliance	C + 10			
S15	Social Services Agencies Records, documents and correspondence dealing with external social services agencies and their programs	Housing & Social Services	E + 7			E = file closed/inactive

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
S16	Homelessness and Poverty Reduction Includes records relating to the issues of reducing poverty and homelessness, increasing housing supports, and improving access to services to the broader community, as well as increasing public awareness of these issues.	Housing & Social Services	SO + 3			Original agreements held permanently by department. Includes service agreements.
S17	Rent Supplement Programs Includes records relating to the administration of rent supplement programs.	Housing & Social Services	E + 7			E = completion of program Social Housing Reform Act, 2000 instructs that Community and Family Services hold onto the record for E + 7.
S18	Affordable Housing Includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Province Governments, and/or the City of Kingston. Affordable Housing is administered by the City, and includes rental housing/units at lower than market rent initiatives and home ownership type initiatives.	Housing & Social Services	C + 7			Original agreements held permanently by department. Includes service and operating agreements.

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
S19	Social Housing Registry, Applicant Files Includes information regarding Social Housing applicants. Includes ongoing arrears information.	Housing & Social Services	E + 7			E = change of status of the file from "Active" to either "Canceled", "Housed", or "Ineligible" If arrears exist after the status of the file changes, then the file is kept open until one year after arrears are paid.

Schedule "A"
City of Kingston Records Retention Schedule

Transportation and Engineering Services

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Engineering	E + 7			E = completion of project Specifications are kept permanently
T02	Parking Includes records and studies regarding municipal parking issues, such as handicapped parking, lot and garage operations, fire routes, employee parking, cash-in-lieu of parking, parking spaces and parking meters.	Parking Operations	E + 7			E = closure of lot or space
T03	Public Transportation Services Records and studies regarding public transit systems such as bus, taxi, and train. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration, fare policies, and intergovernmental transit coordination.	Transit	E + 3	SR		E = closure of route, shelter, or stop

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
T04	Road and Sidewalk Construction Includes records and studies regarding construction projects on roads and sidewalks. Includes the construction of new roads and new sidewalks and major improvements to existing roads, such as resurfacing, widening, bridges, etc. Also includes local improvement records.	Engineering	E + 3	SR	Y	E = completion of project Specifications are kept permanently
T05	Road Design, Planning and Dedication Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle paths, footpaths, walkways, etc.	Engineering	P	SR		
T06	Road and Sidewalk Maintenance Includes records and studies regarding the inspection and maintenance of roads and sidewalks. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing, sanding of roads, snow removal, cleaning and winter control procedures.	Public Works	C + 5		Y	

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
T07	Signs and Signals Includes records and studies regarding the manufacture and installation of signs and signals.	Engineering	E + 3			E = removal of sign/signal
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, driveway access, pedestrian crossovers, recreational lanes, crossing guards, traffic counts, accident statistics and related records, noise barriers, red light cameras, and temporary road closures.	Engineering Transportation	C + 20	SR		
T09	Road and Lane Closures Includes records on roads and lanes closed on a permanent, or regular basis. Includes reports, appraisals, correspondence, and district court applications.	Engineering	C + 10	SR	Y	
T10	Transportation Planning Includes records relating to the planning and development of public transportation services. Includes buses, ferries, bridges, taxis and trains and intergovernmental transit planning.	Transportation Planning	P	SR		

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
T11	Air Transportation Services Records and studies regarding air services. Includes schedules, routes, maps and similar information. Includes airport planning, development and administration. Also includes issues regarding air rights.	Airport	P	SR	Y	

Vehicles and Equipment

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
V01	Fleet Management Includes records of all vehicles currently leased or owned, operated and maintained by the municipality, including vehicle history files and vehicle maintenance, registration and disposal. Also includes bus inspection records.	Fleet	C + 15			
V02	Equipment Management Includes records related to equipment used by the City, including maintenance and history files. Includes records regarding mobile equipment, transportable equipment, protective equipment, ancillary equipment, maintenance equipment and tools, as well as medical and technical equipment. Specific records may be related to equipment such as generators, pumps, snow blowers, lawnmowers, rescue equipment, breathing apparatus, industrial shredders, appliances, non-office furniture and garbage compactors.	Originating	E + 6			E = disposal of equipment or tool Fire extinguisher records are kept permanently

Reference Number	Record Series Description	Responsible Office	Retention	Archival Value	Vital Record	Retention Remarks
V08	Computer Hardware Includes records relating to the computer hardware and computer related equipment and parts owned, or leased, or used by the City. Includes imaging equipment, printers, plotters, scanners, modems and computer network related equipment. Includes registrations, warranties, maintenance records, inventories and equipment loan information.	Information Systems & Technology	SO + 1			