

Schedule 'A' to By-law 2017-
Records Classification Scheme

Primary Codes

Administration	A
Council	C
Development and Planning	D
Environment	E
Finance and Accounting	F
Human Resources	H
Information Management and Technology	I
Legal Affairs	L
Media, Public Relations and Communications	M
Operations	O
Protection and Enforcement Services	P
Recreation, Culture and Libraries	R
Social and Health Care Services	S
Transportation and Public Works	T
Vehicles and Equipment	V
Water, Wastewater and Solid Waste	W

Subject Classification Code	Subject Content	Years Active (In Dept) (a)	Inactive Retention Trigger	Years Inactive (Off Site) (b)	Total Retention (a)-(b)-(c)
<p>a) Years Active = the length of time that a record is to be kept on-site in department.</p> <p>b) Years Inactive = the length of time that a record is to be kept off-site at the Records Centre.</p> <p>c) Total Retention = total length of time the record is retained after which the record shall be destroyed (unless total retention is P=Permanent as the record is then retained permanently and is never destroyed).</p> <p>Format (a)-(b)-(c): Years Active-Years Inactive-Total Retention</p> <p>Note: dash (-) is used as a separator</p>					
A	ADMINISTRATION				
A00	Administration – General	2		0	2-0-2
A01	Activity Summary Reports	2		0	2-0-2
A02	Associations and Organizations	2		4	2-4-6
A03	Staff Meetings/Communiqués	2		4	2-4-6
A04	Retired Code				
A05	Conferences and Seminars	2		4	2-4-6
A06	Consultants	2		0	2-0-2
A07	Inventory Control	2		4	2-4-6
A08	Office Equipment and Furniture	T+2	T=Disposal of Item/Termination of Lease	0	T+2
A09	Retired Code				
A10	Policies and Procedures	S	Superseded	P	S-P-P
A11	Records Management	S	Superseded	0	S-0-S
A12	Telecommunications Systems	S	S=System Replaced	0	S-0-S
A13	Travel and Accommodation	2		0	2-0-2
A14	Retired Code				
A15	Vendors and Suppliers	S	Superseded	0	S-0-S
A16	Signing Authorities	S	Superseded	0	S-0-S
A17	Goals and Objectives	2		4	2-4-6
A18	Security	2		4	2-4-6
A19	Inspections	2		4	2-4-6
A20	Departmental Working Papers	2		0	2-0-2
A21	Retired Code				
A22	Office Supplies	2		0	2-0-2
A23	Retired Code				
A24	Committees of Council	2		4	2-4-6
A25	Municipal Freedom of Information and Protection of Privacy Act	2		0	2-0-2
A26	Retired Code				
A27	Retired Code				
A28	Records Disposition	P		P	P
A29	Uniforms and Clothing	S	Superseded	0	S-0-S
A30	Intergovernmental Relations	2		4	2-4-6
A31	Facilities Bookings	2		0	2-0-2
A32	PHIPA	2		0	2-0-2
A33	Delegation of Responsibility	S	Superseded	0	S-0-S
A34	Accessibility	2		4	2-4-6
C	COUNCIL				
C00	Council - General	2		0	2-0-2
C01	By-Laws	2		P	2-P-P
C02	By-Law Background	2		4	2-4-6
C03	By-Laws and Resolutions – Other Municipalities	2		4	2-4-6
C04	Retired Code				

P=Permanent T= Terminated S= Superseded (replaced by most recent version)

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<p>a) Years Active = the length of time that a record is to be kept on-site in department.</p> <p>b) Years Inactive = the length of time that a record is to be kept off-site at the Records Centre.</p> <p>c) Total Retention = total length of time the record is retained after which the record shall be destroyed (unless total retention is P=Permanent as the record is then retained permanently and is never destroyed).</p> <p>Format (a)-(b)-(c): Years Active-Years Inactive-Total Retention</p> <p>Note: dash (-) is used as a separator</p>					
C05	Council and Standing Committee Minutes and Agendas	2		P	2-P-P
	(includes all attachments to the minutes such as original reports)				
C06	Committees of Council – Minutes and Agendas	2		4	2-4-6
	(Excludes Health and Social Services Committees of Council – Minutes and Agendas - See C19)				
C07	Retired Code				
C08	Elections	T+4	T=120 Days after Voting or Resolution of Recount	0	T+4
C09	Federal Legislation	S	Superseded	0	S-0-S
C10	Provincial Legislation	S	Superseded	0	S-0-S
C11	Public Agencies and Boards	2		4	2-4-6
C12	Request for Name Use	T+2	T=Name Use Discontinued	0	T+2
C13	Council Resolution Background	2		0	2-0-2
C14	Confidential Reports	2		P	2-P-P
C15	Retired Code				
C16	Retired Code				
C17	Retired Code				
C18	Draft Reports	2		0	2-0-2
C19	Health and Social Services Committees of Council – Minutes and Agendas	2		P	2-P-P
C20	Audio or Video Recordings of Council and Standing Committee Meetings	1		0	1-0-1
C21	Accountability, Transparency and Governance	T+2	T=Matter Resolved	4	T+2-4-T+6
D	DEVELOPMENT AND PLANNING				
D00	Development and Planning - General	2		0	2-0-2
D01	Official Plan	S+1	Superseded	P	S+1-P-P
D02	Official Plan Background	T+5	T=Official Plan Amendment Adopted	0	T+5
D03	Consents	T+5	T=File Closed	P	T+5-P-P
D04	Condominium Plans	T+5	T=Project Completed	P	T+5-P-P
D05	Subdivision Plans	T+5	T=Project Completed	P	T+5-P-P
D06	Zoning	T+5	T=Project Completed	P	T+5-P-P
D07	Studies and Surveys	5		5	5-5-10

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Format (a)-(b)-(c): Years Active-Years Inactive-Total Retention

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D08	Road Closings	5		5	5-5-10
D09	Maps, Photos and Surveys	S	Superseded	0	S-0-S
D10	Economic Development	5		5	5-5-10
D11	Pits and Quarries	T+5	T=Pit/Quarry Closed	0	T+5
	(Excludes Specifications – See D45)				
D12	Industrial Lands – Other Municipalities	5		5	5-5-10
D13	Retired Code				
D14	Demographic Studies	5		5	5-5-10
D15	Environment Planning	5		5	5-5-10
D16	Residential Development	5		5	5-5-10
D17	Natural Resources	5		5	5-5-10
D18	Retired Code				
D19	Site Plan Control	T+5	T=File Closed	P	T+5-P-P
D20	Minor Variances	T+5	T=Final Decision	P	T+5-P-P
D21	Easements	T	T=File Closed or Easement Registered	P	T-P-P
D22	Retired Code				
D23	City of Kawartha Lakes Transition	T+5	T=Restructuring Complete	P	T+5-P-P
	(Annexation/Amalgamation)				
D24	Community Improvement Projects/Programs	T+1	T=Completion of the Project	5	T+1-5-T+6
D25	Municipal Addressing	T	Superseded	P	T-P-P
D26	Reference Plans, Registered Plans and Registers	S	Superseded	P	S-P-P
D27	Industrial Development	5		5	5-5-10
D28	Commercial Development	5		5	5-5-10
D29	Agriculture Development	5		5	5-5-10
D30	Deeming By-Laws for Subdivisions	5		P	5-P-P
D31	Interim Control	5		5	5-5-10
D32	Retired Code				
D33	Private Roadways	T	T=Application approval	50	T+50
D34	Heritage Properties	5		P	5-P-P
D35	Retired Code				
D36	Compliance Letters	5		P	5-P-P
D37	Development Charges	5		P	5-P-P
D38	Pre-consultation	T+5	T=File Dormant	P	T+5-P-P
D39	Heritage Conservancy	5		P	5-P-P
D40	Planning GIS	S	Superseded	0	S-0-S
D41	Small Business and Entrepreneurship Centre	5		5	5-5-10
D42	Tourism Development	5		5	5-5-10
D43	Renewable Energy Projects	T+5	T=Project Completed	P	T+5-P-P

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D44	Telecommunication Facilities	T+5	T=Project Completed	P	T+5-P-P
D45	Specifications	T	T=Project Completed	P	T-P-P
E	ENVIRONMENT				
E00	Environment – General	2		0	2-0-2
E01	Environmental Monitoring/Enforcement	5		P	5-P-P
E02	Hazardous Materials	S	Superseded	3	S-3-S+3
E03	Retired Code				
E05	Forests	2		8	2-8-10
E06	Agriculture	2		8	2-8-10
E07	Retired Code				
E08	Meteorological Summaries/Rainfall	T	T=File Closed	P	T-P-P
E09	Energy Management	T+2	T=End of Reporting Period	8	T+2-8-T+10
F	FINANCE AND ACCOUNTING				
F00	Finance and Accounting – General	2		0	2-0-2
F01	Accounts Payable	2		5	2-5-7
F02	Accounts Receivable	2		5	2-5-7
F03	Audits and Auditing	2		5	2-5-7
F04	Banking	2		5	2-5-7
F05	Budgets and Estimates	2		5	2-5-7
F06	Capital Assets and Holdbacks	2		5	2-5-7
F07	Cheques	2		5	2-5-7
F08	Debentures and Bonds	T+2	T=File Closed	5	T+2-5-T+7
F09	Employee and Council Expenses	2		5	2-5-7
F10	Audited Financial Statements and Financial Information Return (FIR)	2		P	2-P-P
F11	Financial Working Papers	2		0	2-0-2
F12	Grants/Subsidies/Incentives	T+2	T=File Closed	5	T+2-5-T+7
F13	Journal Vouchers	2		5	2-5-7
F14	General Ledgers and Journals	2		P	2-P-P
F15	Subsidiary Ledgers, Registers and Journals	2		5	2-5-7
F16	Social Services Payments	2		6	2-6-8
F17	Payroll	2		5	2-5-7
F18	Purchase Orders and Requisitions	2		5	2-5-7
F19	Quotations and Tenders	2		5	2-5-7
F20	Receipts	2		5	2-5-7
F21	Reserve Funds	2		5	2-5-7
F22	Revenues, Others	2		5	2-5-7
F23	Taxation	2		5	2-5-7
F24	Residents' Allowances	2		5	2-5-7
F25	Investments	T+2	T=File Closed	5	T+2-5-T+7
F26	Tax Rolls/Assessment Rolls and Records	S	Superseded	P	S-P-P
F27	Write-offs	2		5	2-5-7

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F28	Trust Funds	T+2	T=File Closed	5	T+2-5-T+7
F29	Security Deposit	T+2	T=File Closed	5	T+2-5-T+7
F30	Timesheets/Overtime Sheets	2		5	2-5-7
F31	Retired Code				
F32	Retired Code				
F33	Retired Code				
F34	Tax Sale	T+2	T=Sale Completed	P	T+2-P-P
F35	Business Plans	2		P	2-P-P
F36 to F42	Retired Codes				
F43	Water and Wastewater Billing	2		5	2-5-7
F44	Retired Code				
F45	Retired Code				
F46	Credit Applications	T+2	T=File Closed	0	T+2
F47 to F54	Retired Codes				
F55	Budget Documents - Final	5		P	5-P-P
F56	Social Housing Programs	T+2	T=Program Ends	5	T+2-5-T+7
F57	Public Sector Accounting Board (PSAB)	2		P	2-P-P
H	HUMAN RESOURCES				
H00	Human Resources - General	2		0	2-0-2
H01	Attendance	2		4	2-4-6
H02	Employee Culture	2		4	2-4-6
H03	Employee Records	T+1	T=Termination of Employee	49	T+1-49-T+50
H04	Health and Safety	2		5	2-5-7
H05	Human Resource Planning	S	Superseded	2	S+2
H06	Job Descriptions	S	Superseded	2	S+2
H07	Labour Relations	2		4	2-4-6
H08	Organization/Structure	S	Superseded	2	S+2
H09	Salary Planning	S	Superseded	7	S+7
H10	Pensions	T+1	T=Termination of Employee	49	T+1-49-T+50
	(Excluding Other than Continuous Time – See H28)				
H11	Recruitment	2		4	2-4-6
H12	Pay Equity and Job Evaluation	T	T=Plan Posted and Appeal Deadline Past	100	T+100
H13	Training and Development	2		4	2-4-6
H14	Performance Management Program	2		4	2-4-6
H15	Training Course Records	2		4	2-4-6
H16	Applications and Resumes	2		0	2-0-2
H17	Benefits Administration	2		5	2-5-7
H18	Retired Code				
H19	Awards and Recognition	2		4	2-4-6

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H20	Retired Code				
H21	Retired Code				
H22	Placement – Co-op and Volunteers	2		4	2-4-6
H23	Retired Code				
H24	Workers Safety and Insurance/Rehabilitation	T+1	T=Resolution of Claim	49	T+1-49-T+50
H25	Employee Incident Reports	T+1	T=Resolution of Claim	49	T+1-49-T+50
H26	Retired Code				
H27	Grievances and Arbitrations	T+2	T=Resolution	P	T+2-P
H28	Labour Negotiations	T	T=Expiry of Contract Period	20	T+20
H29	Licensing and Abstracts	T+3	T=Expiry of License/Abstract	12	T+3-12-T+15
H30	Workplace Investigations	10		0	10-0-10
H31	Human Rights	10		0	10-0-10
I	INFORMATION MANAGEMENT AND TECHNOLOGY				
I00	General	2		0	2-0-2
I01	Applications and Technology	S	Superseded	6	S+6
L	LEGAL AFFAIRS				
L00	Legal Affairs - General	2		0	2-0-2
L01	Appeals and Hearings	T	T=Appeals exhausted	P	T-P-P
L02	Litigation (Claims against the City)	T+3	T=Resolution of claim and appeals exhausted or 18th Birthday of Minor	0	T+3
L03	Litigation (Claims by the City)	T+3	T=Resolution of claim and appeals exhausted or 18th birthday of Minor	0	T+3
L04	Contracts and Agreements – Permanent	T+2	T=Agreement Expiry	P	T+2-P-P
	(Excludes Contract and Agreements - Not Permanent - See L17 and Registered Documents – Land – See L25)				
L05	Insurance Policies	T+2	T=Expiry of policy	P	T+2-P-P
L06	Land Acquisition and Disposition	T	T=Acquisition or Sale Complete	P	T-P-P
L07	Licences and Permits Held By City	T+2	T=Expiry of Licence or Permit	13	T+2-13-T+15
L08	Property Appraisal	T	T=File Closed	6	T+6

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L09	Municipal Consents	T	T=File Closed	P	T-P-P
L10	Licences and Permits Issued by the City	T	T=Expiry or Revocation of Licence or Permit	2	T+2
	(Excludes Building Permits)				
L11	Residential Building Permits and Agricultural Permits Not in Excess of 600 m2	T+6	T=Permit Completed	9	T+6-9-T+15
L12	Legal Opinions and Briefs	T+2	T=File Closed	5	T+2-5-T+7
L13	Precedents	S	Superseded	0	S-0-S
L14	Vital Statistics	2		P	2-P-P
L15	Prosecution Files	2		5	2-5-7
L16	Retired Code				
L17	Contracts and Agreements - Not Permanent	T+2	T=Expiry of Agreement	13	T+2-13-T+15
	(Excludes Contract and Agreements – Permanent See L04)				
L18	Regulatory Approvals	T	T=Project Completed	P	T-P-P
L19	Provincial Offences	4		3	4-3-7
L20	Estates/Wills	T	T=File Closed	10	T-10
L21	Non-Residential Building Permits	T+6	T=Permit Completed	P	T+6-P
L22	Medium-rise and High-rise Residential Building Permits and Agricultural Permits in Excess of 600 m2	T+6	T=Permit Completed	P	T+6-P
L23	Sewage System Permits	T+6	T=Permit Completed	P	T+6-P
L24	Two Unit Registrations	2		P	2-P-P
L25	Registered Documents – Land	T	T=File Closed or Documents Registered	P	T-P-P
L26	First Nations Notifications	T	T=Final Notice Sent	P	T-P-P
L27	General Claims or Potential Litigation	T+3	T=Year of Loss or Resolution of	2	T+3-2-T+5
L28	General Claims or Potential Litigation – Minors	T+3	T=Year of Loss of Resolution of	20	T+3-20-T+23
L29	Certificates of Insurance	T+1	T=Expiry of Certificate	14	T+1-14-T+15
L30	Underwriting Information - Correspondence with Insurer, Insurance and Claims Reports	2		4	2-4-6
L31	RICO 2218 and Write Offs	10		27	10-27-37
L32	Search Warrants and Records	10		30	10-30-40
L33	POA Tapes	4		3	4-3-7
L34	Provincial Offences Collections	4		3	4-3-7
M	MEDIA, PUBLIC RELATIONS AND COMMUNICATIONS				

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M00	Media, Public Relations and Communications - General	2		0	2-0-2
M01	Advertising	2		0	2-0-2
M02	Ceremonies and Events	2		3	2-3-5
M03	Charitable Campaigns/Fundraising	2		0	2-0-2
M04	Complaints, Commendations and Inquiries	2		3	2-3-5
M05	News Clippings	2		0	2-0-2
M06	News Releases	2		0	2-0-2
M07	Promotion and Public Relations	2		0	2-0-2
M08	Publications	T	T=Publication Completed	6	T+6
M09	Speeches and Presentations	2		0	2-0-2
M10	Awards and Plaques – External	2		P	2-P-P
M11	Public Participation	2		0	2-0-2
M12	Visual Identity, Branding, Logos and Insignia	2		P	2-P-P
M13	Photographs, Videos and Slides	2		P	2-P-P
M14	Web Sites and Social Media	S	Superseded	0	S-0-S
M15	Marketing Plans	S	S=Plan Superseded	6	S+6
O	OPERATIONS				
O00	Operations - General	2		0	2-0-2
O01	Drawings/Plans	S	Superseded	0	S-0-S
O02	Property Files	2		P	2-P-P
O03	Facilities Construction and Renovations	T	T=Disposition of Facility or Construction Project Replaced	5	T+5
O04	Building and Property Maintenance	2		3	2-3-5
O05	Municipal Drainage	2		P	2-P-P
O06	Tile Drain Loans	T+2	T=Loan	P	T+2-P-P
O07	Field Books	T+2	T=File Closed	4	T+6
P	PROTECTION and ENFORCEMENT SERVICES				
P00	Protection and Enforcement Services - General	2		0	2-0-2
P01	By-Law Enforcement	T+2		13	T+2-13-T+15
P02	Daily Occurrence Logs	2		4	2-4-6
P03	Incident/Accident Reports	T+2	T=Incident/Accident Resolved	0	T+2
P04	Investigations	2		8	2-8-10
P05	Pound Sheets	2		4	2-4-6
P06	Emergency Planning	S	Superseded	0	S-0-S
P07	Fire Suppression Services	T	T=File Closed	5	T+5
P08	Paramedic/Ambulance Services	T	T=File Closed	5	T+5
P09	Policing Services	2		4	2-4-6

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P10	Fire Prevention	T	T=File Closed	5	T+5
P11	Fire Investigations/Incidents	2		8	2-8-10
P12	Fire Guidelines	S+2	Superseded	0	S+2
P13	Base Hospital Program	T	T=Program Expired	10	T+10
P14	Retired Code				
P15	Order to Restrain Orders and Appeals	2		18	2-18-20
P16	Municipal Law Enforcement Officer Memo Books	T+5	T=Last Date of Input	10	T+5-10-T+15
P17	Fire Inspections by Address	T	T=Building No Longer Exists	5	T+5
R	RECREATION, CULTURE and LIBRARIES				
R00	Recreation, Culture and Libraries - General	2		0	2-0-2
R01	Library Programs/Services	2		4	2-4-6
R02	Parks Management	2		4	2-4-6
R03	Retired Code				
R04	Heritage and Art Collection and Preservation	T	T=Disposition of Collection	P	T-P-P
R05	Museum and Archival Services	2		4	2-4-6
R06	Recreation Facilities	2		4	2-4-6
R07	Recreational Programming	2		4	2-4-6
R08	Recreation Volunteer Committees	2		4	2-4-6
R09	Playground Equipment	2		P	2-P-P
S	SOCIAL AND HEALTH CARE SERVICES				
S00	Social and Health Care Services - General	2		0	2-0-2
S01	Assistive Devices Programs	2		4	2-4-6
S02	Dietary Services	2		0	2-0-2
S03	Social Assistance Programs	T	T=Program Completed	7	T+7
S04	Retired Code				
S05	Retired Code				
S06	Residents' Files – Victoria Manor	T+1	T=Death or Discharge of Client	9	T+10
S07	Residents' Charts – Victoria Manor	T+1	T=Death or Discharge of Client	9	T+10
S08	Ontario Works Income Support Case Records	T+1	T=Case Closed	4	T+1-4-T+5
	(Excluding Income Support Case Records-Overpayment See S47)				
S09	Activities and Functions	2		4	2-4-6
S10	Activity Assessment	S	Superseded	0	S-0-S
S11	Prospective Residents	5		0	5-0-5
S12	Retired Code				

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S13	Long Term Care	T+1	T=Death or Discharge of Client	9	T+10
S14	Retired Code				
S15	Social Services Statistics	S	Superseded	0	S-0-S
S16	Retired Code				
S17	Elderly Assistance	2		5	2-5-7
S18	Retired Code				
S19	Children's Services Programs	2		5	2-5-7
S20	Cemetery Records	2		P	2-P-P
S21	Children's Services Applicant Files/ Case Records	T+2	T=Discharge of Child	5	T+2-5-T+7
S22	Hospitals	2		5	2-5-7
S23 to S32	Retired Codes				
S33	Family Health Programs and Services	T	T=Program Completed	10	T+10
S34	Retired Code				
S35	Ministry Correspondence	2		5	2-5-7
S36 to S46	Retired Codes				
S47	Ontario Works Income Support Case-Overpayment	T	T=Case Closed/Written Off	P	T-P-P
S48	Social Housing Programs	T+2	T=Program completed	5	T+2-5-T+7
S49	Social Housing Administration	T+2	T=Program completed	5	T+2-5-T+7
S50	Social Housing Centralized Wait List	T+2	T=Program completed	5	T+2-5-T+7
S51	Catering-Dietary Production Sheets	7		0	7-0-7
T	TRANSPORTATION and PUBLIC WORKS				
T00	Transportation and Public Works - General	2		0	2-0-2
T01	Road Construction	T	T=Project Completed	10	T+10
T02	Transportation Design and Planning (Excludes specifications – See T14)	T	T=Project Completed	10	T+10
T03	Maintenance and Surface Operations (Exclude sidewalk maintenance – See T30)	T+2	T=Maintenance Completed	4	T+2-4-T+6
T04	Transportation Studies	2		8	2-8-10
T05	Traffic	2		4	2-4-6
T06	Pits and Quarries - City Owned (Excludes specifications – See T14)	T	T=Pit/Quarry Closed	P	T-P-P
T07	Storm Sewers and Drains	T	T=Project Completed	P	T-P-P

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	(Excludes specifications – See T14)				
T08	Retired Code				
T09	Trees (See also T32 Trees - Nuisance Respecting City Owned Trees)	2		4	2-4-6
T10	Utilities	2		4	2-4-6
T11	Structures/Bridges	T	T=Disposition or Replacement of Structure	25	T+25
	(Excludes specifications – See T14)				
T12	Retired Code				
T13	Retired Code				
T14	Specifications	T	T=Project Completed	P	T-P-P
T15	Street Lighting	2		4	2-4-6
T16	Parking	2		4	2-4-6
T17	Public Transit	2		4	2-4-6
T18	Signs and Signals	T	T=Signs/Signals Removed	10	T+10
T19	Roads and Lane Closures	T	T=Project Completed	2	T+2
T20	Retired Code				
T21	Railway and Road Intersecting Crossings	2		8	2-8-10
T22	Directives - M.T.O	2		4	2-4-6
T23	Pavement Management/Test Laboratory	T	T=File Dormant	25	T+25
T24	Infrastructure Management	T	T=Project Completed	P	T-P-P
T25	Airport	2		4	2-4-6
T26	Transportation Master Plans	S	Superseded	20	S+20
T27	Road Assumptions	T	T=Project Completed	50	T+50
T28	Winter Control	T+2	T=Maintenance Completed	4	T+2-4-T+6
T29	Depots/Domes	2		23	2-23-25
	(Excludes Specifications – See T14)				
T30	Sidewalk Maintenance	T+2	T=Maintenance Completed	4	T+2-4-T+6
	(Excludes Specifications – See T14)				
T31	Salt Management Plan	S+2	Superseded	5	S+2-5-S+7
T32	Trees - Nuisance Respecting City Owned Trees (See also T09 Trees)	T	T=File Closed	P	T-P-P

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V	VEHICLES AND EQUIPMENT				
V00	Vehicles and Equipment - General	2		0	2-0-2
V01	Fleet Management Program	T	T=Disposal of vehicle	2	T+2
V02	Mobile Equipment	T+2	T=Disposal of Equipment	4	T+2-4-T+6
V03	Transportable Equipment	T+2	T=Disposal of Equipment	4	T+2-4-T+6
V04	Protective Apparel and Equipment	T+2	T=Disposal of Equipment	4	T+2-4-T+6
V05	Communications Equipment	T+2	T=Disposal of Equipment	4	T+2-4-T+6
V06	Fire Fighting, Rescue and Medical Equipment	T+2	T=Disposal of Equipment	4	T+2-4-T+6
V07	Duty Status Sheets	6 months		0	6 months
W	WATER, WASTEWATER AND SOLID WASTE				
W00	Water, Wastewater and Solid Waste - General	2		0	2-0-2
W01 to W07	Retired Codes				
W08	Wastewater Collection - Long Retention	2		13	2-13-15
	(See also W31 Wastewater Collection – Short Retention)				
	(Excludes specifications – See W24)				
W09	Storm Water Management	T	T=System	10	T+10
	(Excludes specifications – See W24)				
W10	Water - DWQMS	2		13	2-13-15
W11	Water Treatment - Safe Drinking Water Act (SDWA) Long Retention	2		13	2-13-15
	(See also W32 Water Treatment – Safe Drinking Water Act (SDWA) Short Retention)				
	(Excludes specifications – See W24)				
W12	Retired Code				
W13	Retired Code				
W14	Water Distribution - Safe Drinking Water Act (SDWA) Long Retention	2		13	2-13-15
	(See also W33 Water Distribution – Safe Drinking Water Act (SDWA) Short Retention)				
	(Excludes specifications – See W24)				
W15	Rural Water and Wastewater Issues	T	T=Issue Resolved	50	T+50

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W16	Wastewater Treatment - Long Retention	2		13	2-13-15
	(See also W34 Wastewater Treatment - Short Retention)				
	(Excludes specifications – See W24)				
W17	Water and Wastewater Laboratory Services	2		13	2-13-15
W18	Retired Code				
W19	Industrial Waste	2		8	2-8-10
W20	Solid Waste	2		8	2-8-10
W21	Solid Waste Landfill Operations and Maintenance	5		5	5-5-10
W22	Landfill Monitoring Programs	5		P	5-P-P
W23	Master Plans and Master Servicing Studies	S	Superseded	20	S+20
W24	Specifications	T	T=Project Completed	P	T-P-P
W25	Investigations	T	T=Investigation Complete	P	T-P-P
W26	Waste Diversion Programs	7		3	7-3-10
W27	Locates	T	T=File Closed	3	T+3
W28	Bulk Water	2		5	2-5-7
W29	Source Water Protection	2		13	2-13-15
W30	Operator Certifications	T+1	T=Termination or Transfer of Employee from	5	T+1-5-T+6
W31	Wastewater Collection - Short Retention	2		5	2-5-7
	(See also W08 Wastewater Collection – Long Retention)				
	(Excludes specifications – See W24)				
W32	Water Treatment - Safe Drinking Water Act (SDWA) Short Retention	2		5	2-5-7
	(See also W11 Water Treatment - Safe Drinking Water Act (SDWA) Long Retention)				
	(Excludes specifications – See W24)				
W33	Water Distribution - Safe Drinking Water Act (SDWA) Short Retention	2		5	2-5-7
	(See also W14 Water Distribution – Safe Drinking Water Act (SDWA) Long Retention)				
	(Excludes specifications – See W24)				
W34	Wastewater Treatment - Short Retention	2		5	2-5-7
	(See also W16 Wastewater Treatment – Long Retention)				
	(Excludes specifications – See W24)				

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