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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 - See I01				
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	T=Disposal of Item/Termination of Lease	0	T-0-T
	A09 - Retired Code - See A00				
A10	Policies and Procedures	S	Superseded	15	S-15
A11	Records Management	S	Superseded	0	S-0-S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 - Discontinued Code				
A15	Vendors and Suppliers	S	Superseded	0	S-0-S
A16	Signing Authorities	S	Superseded	0	S-0-S
A17	Goals and Objectives	T+2	T=Project Completed	4	T+2-4-T+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 - See O01				
A22	Office Supplies	2		0	2-0-2
	A23 - Blank Code				
A24	Committees of Council	2		4	2-4-6
A25	Information Access and Privacy	2		0	2-0-2
	A26 - Retired Code - See A02				
	A27 - Retired Code - See A02				
A28	Records Disposition	P		P	P
A29	Uniforms and Clothing	2		0	2-0-2

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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A33	Delegation of Responsibility	S	Superseded	0	S-0-S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
A35	Divisional Standard Operating Procedures (SOPs)	S	Superseded	0	S-0-S
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 - See C05				
C05	Council and Standing Committee Minutes and Agendas (includes all attachments to the minutes such as original reports)	2		P	2-P-P
C06	Committees of Council – Minutes and Agendas (Excludes Health and Social Services Committees of Council – Minutes and Agendas - See C19)	2		4	2-4-6
	C07 - Retired Code - See C06				
C08	Elections Ballots =120 Days after Voting or Resolution of Recount	T+4	Term=Day action took effect or voting day	0	T+4
C09	Legislation (Provincial and Federal)	S	Superseded	0	S-0-S
	C10 - Retired Code - See C09				
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

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C14	Confidential Reports	2		P	2-P-P
	C15 - Retired Code - See C00				
	C16 - Retired Code - See A24				
	C17 - Retired Code - See C00				
C18	Draft Reports	2		0	2-0-2
C19	Human 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-P
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 and Validation of Titles	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
D08	Road Closings	5		5	5-5-10
D09	Maps, Photos and Surveys	S	Superseded	0	S-0-S
D10	Economic Development	2		5	5-5-10
D11	Pits and Quarries (Excludes Specifications – See D45)	T+5	T=Pit/Quarry Closed	0	T+5
D12	Industrial Lands – Other Municipalities	5		5	5-5-10
	D13 - Retired Code - See W20				
D14	Demographic Studies	5		5	5-5-10
D15	Environment Planning	5		10	5-10-15
D16	Residential Development	5		5	5-5-10
D17	Natural Resources	5		5	5-5-10

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D18 - Retired Code - See D01					
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 - See L17					
D23	City of Kawartha Lakes Transition (Annexation/Amalgamation)	T+5	T=Restructuring Complete	P	T+5-P-P
D24	Community Improvement Projects/Programs	T+1	T=Completion of the Project	5	T+1-5-T+6
D25	Municipal Addressing	T		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 - See D05					
D33	Private Roadways	T	T=Application approval	50	T+50
D34	Heritage Properties	5		P	5-P-P
D35 - Retired Code - See D34					
D36	Compliance Letters	5		P	5-P-P
D37	Development Charges	5		P	5-P-P
D38	Pre-consultation	5		2	5-2-7
D39 - Retired Code - See D34					
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
D46	Pre-Screening for Minor Variances	5		2	5-2-7
D47	Consent Enquiry	5		2	5-2-7
D48	Site Alteration / Land Use Approval	5		P	5-P-P
D49	Building Statistics	5		P	5-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	7	S+7
	E03 - Retired Code - See W20				
	E04 - Blank Code				
E05	Forests	2		8	2-8-10
E06	Agriculture	2		8	2-8-10
	E07 - Retired Code - See W11 or W16				
E08	Meteorological Summaries/Rainfall	T	T=File Closed	P	T-P-P
E09	Energy Management	2		8	2-8-10
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	T		10	T+10
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

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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	Human Services Payments	2		6	2-6-8
F17*	Payroll	2		5	2-5-7 *Subject to Risk Management Review
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	T+2	T=fiscal year or last day of residence	5	T+2-5-T+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
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 *Subject to Risk Management Review
	F31 - Retired Code - See F23				
	F32 - Retired Code - See F23				
	F33 - Retired Code - See F05				
F34	Tax Sale	T+2	T=Sale Completed	P	T+2-P-P
F35	Business Plans	2		P	2-P-P

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	F36 to F42 - Retired Code - See F56				
F43	Water and Wastewater Billing	2		5	2-5-7
	F44 to F45 - Retired Code - See F56				
F46	Credit Applications	T+2	T=File Closed	0	T+2
	F47 to F54 - Retired Code - See F56				
F55	Budget Documents - Final	5		P	5-P-P
F56	Housing Programs	T+2	T=Program Ends	5	T+2-5-T+7
F57	Public Sector Accounting Board (PSAB)	2		P	2-P-P
F58	Awarded Procurments	T	T=Contract and renewals	7	T+7
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	5		70	5-70-75
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	Learning 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 - See I01				
H19	Awards and Recognition	2		4	2-4-6

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	H20 - Retired Code - See H03				
	H21 - Retired Code - See H03				
H22	Placement – Co-op and Volunteers	2		4	2-4-6
	H23 - Retired Code - See H00				
H24	Workers Safety and Insurance/Rehabilitation	T+1	T=Termination of Employee	49	T+1-49-T+50
H25	Employee Incident Reports	T+1	T=Termination of Employee	49	T+1-49-T+50
	H26 - Retired Code - See A34				
H27	Grievances and Arbitrations	T+2	T=Resolution of Grievance	8	T+2-8-T+10
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 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 *Subject to Risk Management Review
L03	Litigation (Claims by the City)	T+3	T=Resolution of claim and appeals exhausted or 18th birthday of Minor	0	T+3

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L04	Contracts and Agreements – Permanent (Excludes Contract and Agreements - Not Permanent - See L17 and Registered Documents – Land – See L25)	T+2	T=Agreement Expiry	P	T+2-P-P
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
L09	Municipal Consents	T	T=File Closed	P	T-P-P
L10	Licences and Permits Issued by the City (Excludes Building Permits)	T	T=Expiry or Revocation of Licence or Permit	4	T+4
L11	Residential Building Permits and Agricultural Permits Not in Excess of 600 m2	T	T=Permit Completed	15	T+15
L12*	Legal Opinions and Briefs	T+2	T=File Closed	5	T+2-5-T+7 *Subject to Risk Management Review
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 - See L10					
L17	Contracts and Agreements - Not Permanent (Excludes Contract and Agreements – Permanent See L04)	T+2	T=Expiry of Agreement	13	T+2-13-T+15

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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	T=Permit Completed	P	T-P-P
L22	Medium-rise and High-rise Residential Building Permits and Agricultural Permits in Excess of 600 m2	T	T=Permit Completed	P	T-P-P
L23	Sewage System Permits	T	T=Permit Completed	P	T-P-P
L24	Two Unit Registrations	T		P	T-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 Claim	2	T+3-2-T+5 *Subject to Risk Management Review
L28*	General Claims or Potential Litigation – Minors	T+3	T=Year of Loss or Resolution of Claim	20	T+3-20-T+23 *Subject to Risk Management Review
L29*	Certificates of Insurance	T+1	T=Expiry of Certificate	14	T+1-14-T+15 *Subject to Risk Management Review

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L30*	Underwriting Information - Correspondence with Insurer, Insurance and Claims Reports	2		8	2-8-10 *Subject to Risk Management Review
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
L35	Building or Commercial Unit No Longer Existing	T	T=Confirmed extraneous by the Chief Building Official	2	T+2
L36	Entrance and Curb Cut Permits	T	T=Entrance or Curb No Longer Exists		T-P-P
M	Media, Public Relations and Communications				
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

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M14	Web Sites and Social Media	S	Superseded	2	S+2
M15	Marketing Plans	S	S=Plan Superseded	6	S+6
M16	Intellectual Property	T	T=Last Use	5	T+5
O	Operations				
O00	Operations - General	2		0	2-0-2
O01	Drawings/Plans	S	Superseded	0	S-0-S
O02	Property Files - City Owned	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+2-4-T+6
P	Protection and Enforcement Services				
P00	Protection and Enforcement Services - General	2		0	2-0-2
P01	By-Law Enforcement	T+2	T=File Closed	13	T+2-13-T+15
P02	Daily Occurrence Logs	2		4	2-4-6
P03*	Incident/Accident Reports	T	T=Incident/Accident Resolved	5	T+5 *Subject to Risk Management Review
P04	Investigations	2		8	2-8-10
P05	Pound Sheets	2		4	2-4-6
P06	Emergency Planning and Response	S	Superseded	5	S+5
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
P10	Fire Prevention	T	T=File Closed	5	T+5
P11	Fire Investigations/Incidents	2		8	2-8-10

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P12	Fire Guidelines	S	Superseded	2	S+2
P13	Base Hospital Program	T	T=Program Expired	10	T+10
	P14 - Retired Code - See P15				
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
P18*	Incident/Accident Reports - Minors	T+5	T=Year minor or unborn child turns 18	20	T+5-20-T+25 *Subject to Risk Management Review
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 - See D42 or R02				
R04	Heritage and Art Collection and Preservation	T	T=Disposition of Collection	P	T-P-P
R05	Museum and Archival Services	S		3	S+3
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	Human 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	Community and Human Assistance Services	T	T=Program Completed	7	T+7
	S04 - Retired Code - See S19				

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S05 - Retired Code - See S03					
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 Client Records (Excluding Income Support Case Records-Overpayment See S47)	T+1	T=Case Closed	4	T+ 1-4 -T+5
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 - See S19					
S13	Long Term Care	T+1	T=Death or Discharge of Client	9	T+10
S14 - Retired Code - See S03					
S15	Human Services Statistics	S	Superseded	0	S-0-S
S16 - Retired Code - See S03					
S17	Elderly Assistance	2		5	2-5-7
S18 - Retired Code - See S03					
S19	Children's Services Programs	1		6	1-6-7
S20	Cemetery Records	2		P	2-P-P
S21	Children's Services Applicant Files/ Case Records	T+ 1	T=Discharge of Child	6	T+ 1-6 -T+7
S22	Hospitals	2		5	2-5-7
S23 to S32 - Retired Codes - See S48 or S50					
S33	Family Health Programs and Services	T	T=Program Completed	10	T+10
S34 - Retired Code - See S33					
S35	Ministry Correspondence	2		5	2-5-7
S36 to S46 - Retired Codes - See S48 or S49					
S47	Ontario Works Income Support Case-Overpayment	T	T=Case Closed/Written Off	P	T-P-P

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S48	Housing and Homelessness Programs	T+1	T=Program completed	6	T+1-6-T+7
S49	Housing and Homelessness Administration	T+1	T=Program completed	6	T+1-6-T+7
S50	Housing and Homelessness Centralized Wait List	T+1	T=Program completed	6	T+1-6-T+7
S51	Catering-Dietary Production Sheets	7		0	7-0-7
S52	Housing Collections	T	T=No longer tenant and in arrears	20	T-20-T+20
S53	Disabilities Support Clients	T	T=No longer receiving support	7	T-7-T+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+2-5-T+7
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 (Excludes specifications – See T14)	T	T=Project Completed	P	T-P-P
	T08 - Retired Code - See W08				
T09	Trees (See also T32 Trees - Nuisance Respecting City Owned Trees)	2		4	2-4-6
T10	Utilities	2		4	2-4-6

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T11	Structures/Bridges (Excludes specifications – See T14)	T	T=Disposition or Replacement of Structure	25	T+25
	T12 - Discontinued Code				
	T13 - Retired Code - See W24				
T14	Specifications	T	T=Project Completed	P	T-P-P
T15	Street Lighting	T	T=Removal of Equipment	6	T+6
T16	Parking	T	T=Closure of Lot or Space	6	T+6
T17	Public Transit Operations	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 - See T28				
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 (Excludes specifications – See T14)	2		23	2-23-25
T30	Sidewalk Maintenance (Excludes specifications – See T14)	T+2	T=Maintenance Completed	4	T+2-4-T+6
T31	Salt Management Plan	S+2	Superseded	5	S+2-5-S+7

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T32	Trees - Nuisance Respecting City Owned Trees (See also T09 Trees)	T	T=File Closed	P	T-P-P
V	Vehicles and Equipment				
V00	Vehicles and Equipment - General	2		0	2-0-2
V01*	Fleet Management Program	T+2	T=Disposal of vehicle	4	T+2-4-T+6 *Subject to Risk Management Review
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
V08	Vehicle Inspection Reports (Circle Checks)	6 months		0	6 months
V09	Fuel Storage	T	T=No longer in Use	7	T+7
W	Water, Wastewater and Solid Waste				
W00	Water, Wastewater and Solid Waste - General	2		0	2-0-2
	W01 to W07 - Retired Codes See W00 or W08 or W23 or W25 or W27				
W08	Wastewater Collection - Long Retention (See also W31 Wastewater Collection – Short Retention) (Excludes specifications – See W24)	2		13	2-13-15

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W09	Storm Water Management (Excludes specifications – See W24)	T	T=System Replaced	10	T+10
W10	Water - DWQMS	2		13	2-13-15
W11	Water Treatment - Safe Drinking Water Act (SDWA) Long Retention (See also W32 Water Treatment – Safe Drinking Water Act (SDWA) Short Retention) (Excludes specifications – See W24)	2		13	2-13-15
	W12 - Code Discontinued				
	W13 - Retired Code - See W00 or W14 or W24				
W14	Water Distribution - Safe Drinking Water Act (SDWA) Long Retention (See also W33 Water Distribution – Safe Drinking Water Act (SDWA) Short Retention) (Excludes specifications – See W24)	2		13	2-13-15
W15	Rural Water and Wastewater Issues	T	T=Issue Resolved	50	T+50
W16	Wastewater Treatment - Long Retention (See also W34 Wastewater Treatment - Short Retention) (Excludes specifications – See W24)	2		13	2-13-15
W17	Water and Wastewater Laboratory Services	2		13	2-13-15
	W18 - Retired Code - See W29				
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

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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=Expiry of Locate	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 (See also W08 Wastewater Collection – Long Retention) (Excludes specifications – See W24)	2		5	2-5-7
W32	Water Treatment - Safe Drinking Water Act (SDWA) Short Retention (See also W11 Water Treatment - Safe Drinking Water Act (SDWA) Long Retention) (Excludes specifications – See W24)	2		5	2-5-7
W33	Water Distribution - Safe Drinking Water Act (SDWA) Short Retention (See also W14 Water Distribution – Safe Drinking Water Act (SDWA) Long Retention) (Excludes specifications – See W24)	2		5	2-5-7
W34	Wastewater Treatment - Short Retention (See also W16 Wastewater Treatment – Long Retention) (Excludes specifications – See W24)	2		5	2-5-7

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