

Primary Subjects	Primary Code
ADMINISTRATION	A
Associations & Organizations	A01
Staff Committees & Meetings	A02
Computer & Information Systems	A03
Conferences & Seminars	A04
Consultants	A05
Inventory Control	A06
Office Equipment & Furniture	A07
Office Services	A08
Policies & Procedures	A09
Records Management	A10
Records Disposition	A11
Telecommunications Systems	A12
Travel & Accommodation	A13
Uniforms & Clothing	A14
Vendors & Suppliers	A15
Intergovernmental Relations	A16
Accessibility of Records	A17
Security	A18
Facilities Construction & Renovations	A19
Building & Property Maintenance	A20
Facilities Bookings	A21
Forms, Application	A22
Accessibility of Services	A23
Information Systems Production Activity	A24
Access Control and Passwords	A25
Building Structure Systems	A26

Drawings	A27
Performance Management	A28
COUNCIL & BY-LAWS	C
By-Laws	C01
By-Laws – Other Municipalities	C02
Council Agenda	C03
Council Minutes	C04
Council-In-Committee Agenda	C05
Council-In-Committee Meeting	C06
Elections	C07
Goals & Objectives	C08
Motions & Resolutions	C09
Motions & Resolutions – Other Municipalities	C10
Council Appointments	C11
Boards, Committees and Commissions	C13
Reports to Council	C14
Accountability, Transparency & Governance	C15
DEVELOPMENT & PLANNING	D
Demographic Studies	D01
Economic Development	D02
Environmental Planning	D03
Residential Development	D04
Natural Resource Planning	D05
Tourism Development	D06
Condominium Plans	D07
Official Plans	D08
Official Plan Amendment Application	D09
Severances	D10

Site Plan Control	D11
Subdivision Plans	D12
Variances	D13
Zoning	D14
Easements	D15
Encroachments	D16
Annexation & Amalgamation	D17
Community Improvement	D18
Commercial Development	D19
Municipal Addressing	D20
Reference Plans	D21
Industrial Development	D22
Validation of Title	D23
Official Plan	D24
Digital Mapping	D25
Agricultural Development	D26
Background Reports for Official Plan	D27
Property Files	D28
Institutional Development	D29
Marketing Partner Files	D30
Deeming Process	D31
Development Charges Study	D32
Part Lot Control	D33
ENVIRONMENTAL SERVICES	E
Sanitary Sewers	E01
Storm Sewers	E02
Waste Water Systems	E03
Trees	E04

Environmental Monitoring	E05
Utilities	E06
Waste Management	E07
Water Systems	E08
Municipal & Mutual Agreement Drains	E09
Pits & Quarries	E10
Nutrient Management	E11
Source Protection	E12
Private Sewage Disposal	E13
Water Sampling & Monitoring	E14
Backflow Prevention	E15
Energy Management	E16
Natural Heritage	E17
Renewable Energy	E18
Chemical Sampling	E19
MOE Environmental Compliance Approvals	E20
Private water Systems	E21
Land Quality Monitoring	E22
Gasoline Storage & Dispensing	E23
FINANCE	F
Account Payable	F01
Account Receivable	F02
Audits	F03
Banking	F04
Budgets & Estimates	F05
Assets	F06
Cheques	F07
Debentures & Bonds	F08

Employee & Council Expenses	F09
Financial Statements	F10
Grants & Loans	F11
Investments	F12
Journal Vouchers	F13
Subsidiary Ledgers, Registers & Journals	F14
General Ledgers	F15
Payroll	F16
Purchase Orders & Requisitions	F17
Quotations & Tenders	F18
Receipts	F19
Reserve Funds	F20
Revenues	F21
Tax Rolls – Long Term	F22
Write Off	F23
Trust Funds	F24
Tax Rolls – Short Term	F25
Security Deposits	F26
Debts	F27
Working Papers	F28
Taxation – Sales tax	F29
Regulatory Reporting	F30
HUMAN RESOURCES	H
Attendance & Scheduling	H01
Benefits	H02
Employee Records	H03
Health & Safety	H04
Human Resource Planning	H05

Job Description	H06
Labour Relations	H07
Organization Design	H08
Salary Planning	H09
Pension & Benefits	H10
Recruitment	H11
Training & Development	H12
Claims	H13
Grievances	H14
Harassment & Violence	H15
Criminal Background Checks	H16
Employee Medical Records - Hazardous	H17
Employee Medical Records	H18
Disability Management	H19
Confined Space	H20
Employee Recognition	H21
Employee Certifications	H22
JUSTICE	J
Daily Batch Payments	J01
Offence Reports	J02
Provincial Offences Financial Records	J03
Control Lists	J04
Court Dockets	J05
Enforcement & Suspension	J06
Communication with other Agencies	J07
Statistics	J08
Purged Reports	J09
POA Write-offs	J10

Disclosure	J11
Transcriptions & Records	J12
LEGAL AFFAIRS	L
Appeals & Hearings	L01
Claims Against the Municipality	L02
Claims by the Municipality	L03
Contracts & Agreements – With By-Law	L04
Insurance Appraisals	L05
Insurance Policies	L06
Land Acquisition & Sale	L07
Opinion & Briefs	L08
Precedents	L09
Federal Legislation	L10
Provincial Legislation	L11
Vital Statistics	L12
Persecutions	L13
Contracts & Agreements – No By-Law	L14
Leases	L15
Copyright	L16
MEDIA & PUBLIC RELATIONS	M
Advertising	M01
Ceremonies & Events	M02
Charitable Campaigns & Fundraising	M03
Complaints, Commendations, Inquiries	M04
News Clippings	M05
Media Releases	M06
Publications	M07
Speeches & Presentations	M08

Visual Identity & Insignia	M09
Website & Social Media	M10
Customer & Client Services	M11
Intellectual Property	M12
PROTECTION & ENFORCEMENT SERVICES	P
By-law Enforcement	P01
Daily Occurrence Logs	P02
Emergency Planning	P03
Hazardous Materials	P04
Incident & Accident Reports	P05
Fire Property Files	P06
Health Inspections	P07
Investigations	P08
Licences	P09
Fire Call Reports	P10
Permits, Other	P11
Animal Control	P14
Community Protection Programs	P15
Emergency Service Reports	P16
EMS & Fire Statistics	P17
Prohibitions & Notices	P18
Facilities Routine Water Use	P19
Prohibitions & Notices	P20
Facilities Routine Water Use, Monitoring & Testing	P21
RECREATION & CULTURE	R
Heritage Preservation	R01
Library Services	R02
Museum & Archival Services	R03

Parks Management	R04
Recreational Facilities	R05
Recreational Programming	R06
SOCIAL & HEALTH CARE SERVICES	S
Children's Day Care & Nursery Program	S01
Elderly Assistance	S02
Homes for the Aged	S03
Social Assistance Programs	S04
Ontario Works Case Records	S05
Medical Case Clients	S06
Children's Services	S07
Public Health	S08
Cemetery Records	S09
Children's Day Care Client Records	S10
Cemetery – Plot Maintenance	S11
Ontario Works – FSW Client Files	S12
Ontario Works – Funerals	S13
Social Housing Applicant Records	S14
Disability Support Clients	S15
Housing Services	S16
Home Child Care Program – Administration	S17
Home Child Care Program – Clients	S18
Social & Health Care Planning & Management	S19
Client Care Coordination	S20
Long Term Care Operations	S21
Food Preparation & Service	S22
TRANSPORTATION	T
Illumination	T01

Parking	T02
Public Transit	T03
Road Construction	T04
Road Design & Planning	T05
Road Management	T06
Signs & Signals	T07
Traffic	T08
Roads & Lane Closures	T09
Road Sections	T10
Field Survey & Road Survey Books	T11
Railroads	T12
Bridges	T13
VEHICLES	V
Fleet Management	V01
Mobile Equipment	V02
Transportable Equipment	V03
Protective Equipment	V04
Building Equipment	V05
Ancillary Equipment	V06

TERMS OF REFERENCE

CAO	OFFICE OF THE CAO
CAO-CS	OFFICE OF THE CAO – COUNCIL SERVICES
D&P	DEVELOPMENT & PLANNING
CS	CORPORATE SUPPORT
HSS	HEALTH AND SOCIAL SERVICES
OW	ONTARIO WORKS
PW	PUBLIC WORKS
CES	COMMUNITY & EMERGENCY SERVICES
IS	INFORMATION TECHNOLOGY

A – ADMINISTRATION

Schedule number: A01

Schedule name: ASSOCIATIONS & ORGANIZATIONS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Organizations and associations which staff belongs or communicates with.

Types of Records: Correspondence, minutes, agendas, notices and reports

Excludes: F01

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Only records that are already publicly available through organization

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A02

Schedule name: STAFF COMMITTEES & MEETINGS

Retention: CURRENT YEAR PLUS 4 YEARS AFTER MEETING

Description: Activities of staff committees and meetings.

Types of Records: Includes correspondence, minutes, agendas, notices and reports

Excludes: C03, C04, C05, C06, H04

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Varies depending on meeting topic, consult with Norfolk County

Records schedule status: Continuing

Archival: Yes, transfer to archives after retention expires

Schedule number: A03

Schedule name: COMPUTER/ INFORMATION SYSTEMS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Computer hardware and systems assisting staff with their daily duties

Types of Records: Computer hardware/ software, data transmission, system design and implementation

Excludes: F18

Primary Department: IS

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Mostly accessible, some systems may be considered security related

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A04

Schedule name: CONFERENCES & SEMINARS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER CONFERENCE IS COMPLETE

Description: Conferences, conventions, seminars attended by staff

Types of Records: Invitations, approvals, agenda, notes

Excludes: M08, A13, F09, M02, F01, L14

Primary Department: Originating

Department(s) with Records Holdings: All, except CS, OW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A05

Schedule name: CONSULTANTS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

Description: Records about the selection, appointment and monitoring of consultants

Types of Records: Reports, correspondence, proposals, resumes

Excludes: A15, F18, F01

Primary Department: Originating

Department(s) with Records Holdings: All, except OW

Personal Information: None

Record Access: Only records after consultant contract completed are accessible.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A06

Schedule name: INVENTORY CONTROL

Retention: CURRENT YEAR PLUS 6 YEARS AFTER INVENTORY COMPLETION

Description: Control of supplies, furnishings and office and small equipment

Types of Records: Inventory statements and reports

Excludes: F06

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, CS, HSS, Norview, PW, CES

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A07

Schedule name: OFFICE EQUIPMENT & FURNITURE

Retention: KEPT UNTIL DISPOSAL OF ITEM

Description: Design and maintenance of office equipment and furniture

Types of Records: Owner's manual, care and use instructions

Excludes: A03, L14, F06

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, CS, HSS, Norview, CES

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A08

Schedule name: OFFICE SERVICES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Inter-office mail system and internal printing

Types of Records: Rates and service, postage

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: D&P, CS, HSS, Norview, PW

Personal Information: None

Record Access: Varies based on topic that was mailed or printed, consult Norfolk County prior to submitting access request.

Records Schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A09

Schedule name: POLICIES & PROCEDURES

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE IS UPDATED

Description: Original policy and procedures to be followed by staff

Types of Records: Manuals and guidelines

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Mostly accessible, procedures may be considered security related

Records schedule status: Continuing

Archival: Yes, to be kept in Norfolk County

Schedule number: A10

Schedule name: RECORDS MANAGEMENT

Retention: KEPT UNTIL FILE IS UPDATED

Description: Management of corporate records

Types of Records: File listings, feasibility studies, records center operations

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Mostly accessible, some file listings may describe private documents

Records schedule status: Continuing

Archival: No, destroy after retention expires

~~Schedule number: A11~~

Schedule name: RECORDS DISPOSITION

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Disposition of municipal records

Types of Records: Disposal and authorization forms

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, to be kept in Norfolk County

Schedule number: A12

Schedule name: TELECOMMUNICATIONS SYSTEMS

Retention: KEPT UNTIL DISPOSAL OF ITEM

Description: All types of telecommunications

Types of Records: Telephone, 911 emergency systems

Excludes: P09, F06, F01, F04, L14

Primary Department: Originating

Department(s) with Records Holdings: CAO, CS, Norview, PW

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A13

Schedule name: TRAVEL & ACCOMMODATION

Retention: CURRENT YEAR PLUS 1 YEAR AFTER TRAVEL

Description: Travel and accommodation arrangements

Types of Records: Itineraries, maps, reservations, authorizations, rented vehicles

Excludes: F09

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Mostly accessible, may contain confidential payment information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A14

Schedule name: UNIFORMS & CLOTHING

Retention: KEPT UNTIL DISPOSAL OF UNIFORM

Description: Uniforms and special clothing used by municipal staff

Types of Records: Police and fire fighters uniforms, utilities operators

Excludes: F09

Primary Department: Originating

Department(s) with Records Holdings: D&P, PW

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A15

Schedule name: VENDORS & SUPPLIERS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILES ARE PROVIDED

Description: Goods and services providers

Types of Records: Catalogs, price lists, correspondences, bidder's information sheets

Excludes: F17, A07, V01

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, D&P, CS

Personal Information: None

Record Access: Mostly not accessible, contains third party information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A16

Schedule name: INTERGOVERNMENTAL RELATIONS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Relationship between Norfolk County and all levels of government

Types of Records: Correspondence, contact names and numbers

Excludes: L10 – Federal Legislation, L11 – Provincial Legislation

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, D&P, CS, HSS, Norview

Personal Information: None

Record Access: Varies, consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A17

Schedule name: ACCESSIBILITY OF RECORDS (FOI)

Retention: CURRENT YEAR PLUS 2 YEARS ATER FILE IS CLOSED

Description: Norfolk County's responsibilities under FIPPA/MFIPPA

Types of Records: Freedom of information requests, privacy breach response

Excludes: L11, M04

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: Yes

Record Access: Limited to internal correspondence and records released

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A18

Schedule name: SECURITY

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Security of all offices and facilities in Norfolk County

Types of Records: Reports, logs, parking passes, copier codes, CCTV

Excludes: A03, P05

Primary Department: IS

Department(s) with Records Holdings: CAO, CAO-CS, D&P, Norview, PW

Personal Information: None

Record Access: Requests for own personal information only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A19

Schedule name: FACILITIES CONSTRUCTION & RENOVATIONS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FINISHED PROJECT WITH NO OUTSTANDING ISSUES

Description: Planning and construction of all facilities belonging to Norfolk County

Types of Records: Site meetings, consultant's reports, cost reports, architectural/engineering drawings

Excludes: A27

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, D&P, Norview, PW

Personal Information: None

Record Access: Mostly accessible, except for building security information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A20

Schedule name: BUILDING & PROPERTY MAINTENANCE

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Interior and exterior maintenance of all of Norfolk County's buildings and properties

Types of Records: Design plans, floor layouts, cleaning lists, maintenance schedules

Excludes: R04, R05

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, D&P, Norview, PW

Personal Information: None

Record Access: Mostly accessible, except for building security information

Records Schedule Status: Continuing

Archival: No, destroy after retention expires

Schedule number: A21

Schedule name: FACILITIES BOOKINGS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER BOOKING DATE

Description: Rental of Recreational facilities for specific activities/events

Types of Records: Copies of permits, applications and agreements

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CAO-CS, Norview, CES

Personal Information: Yes

Record Access: Restricted to your own personal booking or de-identified bookings

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A22

Schedule name: FORMS, APPLICATIONS

Retention: KEPT UNTIL FILE IS UPDATED OR OBSOLETE

Description: Blank forms and applications used by Norfolk County

Types of Records: Templates of grant and employment applications, licenses, requests

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A23

Schedule name: ACCESSIBILITY OF SERVICES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Accessibility of Norfolk County buildings and services

Types of Records: Accessibility plan, remove barriers and notices of availability

Excludes: A25

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A24

Schedule name: INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's computer systems operation and backup tapes

Types of Records: Activity logs, help desk tickets, file access reports, maintenance

Excludes: A25

Primary Department: IS

Department(s) with Records Holdings: IS

Personal Information: None

Record Access: Varies by activity, limited to de-identified summary data on some topics

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A25

Schedule name: ACCESS CONTROL AND PASSWORDS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

Description: Management of and access to programs used by staff

Types of Records: Access password management

Excludes: None

Primary Department: IS

Department(s) with Records Holdings: IS

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A26

Schedule name: BUILDING STRUCTURE SYSTEMS

Retention: KEPT FOR THE LIFE OF BUILDING

Description: Building systems that are part of the building structure

Types of Records: Operation/technical manuals, warranties, inspection reports

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: A27

Schedule name: DRAWINGS

Retention: KEPT FOR THE LIFE OF BUILDING

Description: Specifications required to interpret and identify the current state of building

Types of Records: Architectural and engineering, as-built

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: A28

Schedule name: PERFORMANCE MANAGEMENT/ QUALITY ASSURANCE

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Performance of Norfolk County as a whole

Types of Records: Key performance indicators, annual reports, efficiency reports

Excludes: H03, C08, F27

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy after retention expires

C – Council and By-laws

Schedule number: C01

Schedule name: BY-LAWS

Retention: PERMANENTLY KEPT

Description: By-laws and amendments

Types of Records: Final versions

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept in the county

Schedule number: C02

Schedule name: BY-LAWS – OTHER MUNICIPALITIES

Retention: KEPT UNTIL FILE IS UPDATED

Description: Final By-laws from other municipalities

Types of Records: Final versions

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C03

Schedule name: COUNCIL AGENDA

Retention: CURRENT YEAR PLUS 5 YEARS AFTER COUNCIL MEETING

Description: Notices of meetings and Agenda of Council Meetings

Types of Records: Deputations, internal memos, information packages

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Publicly available excluding closed session meetings

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C04

Schedule name: COUNCIL MINUTES

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Minutes of proceedings of council minutes

Types of Records: Attachments, minutes

Excludes: C05 – Council-in-committee agenda, C06 - Council-in-committee meeting

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Publicly available excluding closed session meetings

Records schedule status: Continuing

Archival: Yes, transfer to the archives.

Schedule number: C05

Schedule name: COUNCIL-IN-COMMITTEE AGENDA

Retention: KEPT UNTIL FILE IS UPDATED

Description: Notices of meetings and agenda

Types of Records: Information packages, working notes, agenda preparation

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public.

Records schedule status: Continuing

Archival: Yes, must be kept in the county

Schedule number: C06

Schedule name: COUNCIL-IN-COMMITTEE MINUTES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Minutes of Proceedings

Types of Records: Minutes, attachments

Excludes: C14 – Reports to Council

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public.

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: C07

Schedule name: ELECTIONS

Retention: END OF ELECTION YEAR PLUS 4 YEARS

BALLOT BOXES: 120 DAYS AFTER FINAL VOTE COUNT

Description: Norfolk County municipal election

Types of Records: Voter's lists, applications, nominations, ballots, results, reports

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: Yes

Record Access: Results, reports, nominations only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C08

Schedule name: GOALS AND OBJECTIVES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's strategic plans and goals

Types of Records: Strategic planning, mission statements, business plans

Excludes: D03 – Environmental Planning

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C09

Schedule name: MOTIONS AND RESOLUTIONS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Signed resolutions and motions of council

Types of Records: Final signed copy of motions and resolutions

Excludes: D03 – Environmental Planning

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: Yes, must be kept in Norfolk County

Schedule number: C10

Schedule name: MOTIONS AND RESOLUTIONS – OTHER MUNICIPALITIES

Retention: KEPT UNTIL UPDATED

Description: Signed resolutions and motions of other municipal councils

Types of Records: Final signed copy

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: No, can be destroyed when retention expires

Schedule number: C11

Schedule name: COUNCIL APPOINTMENTS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Appointments by council members to roles on committees and boards

Types of Records: Signed orders, appointment lists

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: Yes, must be kept in Norfolk County

Schedule number: C13

Schedule name: APPOINTED BOARDS AND COMMISSIONS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Informational reports provided from committees to council

Types of Records: Correspondences, minutes, agenda, reports

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: New

Archival: Yes, must be kept in Norfolk County

Schedule number: C14

Schedule name: REPORTS TO COUNCIL

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Departmental reports to Norfolk County Council

Types of Records: Capitol budgets, zoning, establishment bylaw

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: Yes, must be kept in Norfolk County

Schedule number: C15

Schedule name: ACCOUNTABILITY TRANSPARENCY AND GOVERNANCE

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

Description: Complaints on Councils Code of Conduct to Commissioner

Types of Records: Ombudsman's and Integrity Commissioner's investigations, reports

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Commissioner final reports only

Records schedule status: Continuing

Archival: No, destroy when retention expires

D – DEVELOPMENT AND PLANNING

Schedule number: D01

Schedule name: DEMOGRAPHIC STUDIES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Trends in Norfolk County's population

Types of Records: Census reports, density studies, employment studies

Excludes: L12

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D02

Schedule name: ECONOMIC DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's economic growth and trends

Types of Records: Studies, statistics, projections

Excludes: D01, D04, D06, D21

Primary Department: D&P

Department(s) with Records Holdings: D&P, CS

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D03

Schedule name: ENVIRONMENTAL PLANNING

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE IS CLOSED

Description: Current and future of Norfolk County's natural world

Types of Records: Environmental studies, flood control, waste management,

Excludes: E05, E13-E15, E07, E20

Primary Department: D&P

Department(s) with Records Holdings: D&P, CS

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D04

Schedule name: RESIDENTIAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's housing availability

Types of Records: General assessments, occupancy rates, housing cost statistics

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P, CS

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D05

Schedule name: NATURAL RESOURCES PLANNING

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Planning and preservation of forests and natural features

Types of Records: Mineral reports, statistics

Excludes: E04, E18

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO-CS, CS, CAO

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D06

Schedule name: TOURISM DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Promote and encourage Norfolk County's tourism industry

Types of Records: Brochures, special events, promotional advertisements

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D07

Schedule name: CONDOMINIUM PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

**APPLICATIONS: CURRENT YEAR PLUS 2 YEARS AFTER FINAL
DECISION**

Description: Pre-consultation and approval of plans of condominiums in Norfolk County

Types of Records: Drawings, technical reports, applications, background information

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Mostly accessible, except for building security information

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D08

Schedule name: OFFICIAL PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Goals and policies about planning, development, and redevelopment

Types of Records: Reports, exemptions, amendments, notices, resolutions, decisions

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: D&P, CAO-CS, CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D09

Schedule name: OFFICIAL PLAN AMENDMENT APPLICATIONS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER THE FINAL DECISION

Description: Application to amend the official plan

Types of Records: Reports, exemptions, amendments, notices, resolutions, decisions

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D10

Schedule name: SEVERANCES

Retention: LAND TITLES REGISTRATION PLUS 6 YEARS

Description: Granting severances to parcels of land

Types of Records: Applications, decisions, drawings, maps, correspondences

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D11

Schedule name: SITE PLAN CONTROL

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

APPLICATIONS ARE 2 YEARS AFTER FINAL DECISION

Description: Approval for to the running of services to land sites

Types of Records: Drawings, technical reports, memos, sewage, utility approvals

Excludes: L04

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Limited to information that does not endanger site security

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D12

Schedule name: SUBDIVISION PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

**APPLICATIONS: CURRENT YEAR PLUS 2 YEARS AFTER FINAL
DECISION**

Description: Pre-consultation and approval of plans for subdivisions in Norfolk County

Types of Records: Drawings, technical reports, memos, background information

Excludes: L04

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Limited to information that does not endanger site security

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D13

Schedule name: VARIANCES

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Pre-consultation and approval of plans minor variances in land use

Types of Records: Zoning applications

Excludes: F05

Primary Department: D&P

Department(s) with Records Holdings: D&P, CS, PW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D14

Schedule name: ZONING

Retention: CURRENT YEAR PLUS 5 YEARS AFTER THE FINAL DECISION

Description: Standards regarding the designation of zones of land

Types of Records: Zoning applications

Excludes: C01, D13

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO-CS, CS, PW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D15

Schedule name: EASEMENTS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER TERMINATION OF REIGHT

Description: Norfolk County ownership of private lands to maintain public services

Types of Records: Rights of way, easements

Excludes: L04

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D16

Schedule name: ENCROACHMENTS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER TERMINATION OF REIGHT

Description: Private properties encroaching on Norfolk County's land

Types of Records: Permits, surveys

Excludes: L04 – Contracts & Agreements –with By-law, C01 – By-laws

Primary Department: D&P

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Permits yes, surveys no

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D17

Schedule name: ANNEXATION/ AMALGAMATION

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Seizing and merging of land adjacent to municipal lands

Types of Records: County restructuring, green belt, buffer zones

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS, D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D18

Schedule name: COMMUNITY IMPROVEMENT

Retention: CURRENT YEAR PLUS 6 YEARS AFTER COMPLETION OF PROJECT

Description: Norfolk County's improvement programs

Types of Records: Studies, statistics, background information

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO-CS, PW, Norview

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D19

Schedule name: COMMERCIAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Promotion and development of commercial establishments

Types of Records: Studies, statistics, projections, drawings, technical reports, notes

Excludes: D23

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO-CS, PW

Personal Information: None

Record Access: Limited to information that does not endanger site security

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D20

Schedule name: MUNICIPAL ADDRESSING

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Requests for assigning of new subdivisions, street names and numbers

Types of Records: Letters, reports, drawings, bylaws

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P, CS, PW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D21

Schedule name: REFERENCE PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Registered plans received from Registry Office

Types of Records: Site plans, surveys, approved severance, stamped deeds

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D22

Schedule name: INDUSTRIAL & COMMERCIAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Promotion and development of commercial establishments

Types of Records: Studies, statistics, projections, drawings, technical reports, notes

Excludes: D23

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO-CS, PW

Personal Information: None

Record Access: Limited to information that does not endanger site security

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D23

Schedule name: VALIDATION OF TITLE

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Granting of certificate of validation of title under the Planning Act

Types of Records: Certificates, correspondences

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: CAO-CS, D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D24

Schedule name: OFFICIAL PLAN AND AMENDMENTS – OTHER MUNICIPALITIES

Retention: CURRENT FILE PLUS 5 YEARS AFTER THE FINAL DECISION

Description: Application to amend the official plan or secondary plans

Types of Records: Background reports, notices, appeals

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: CAO-CS, D&P

Personal Information: None

Record Access: No, referred to other municipality with greater interest in the record

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D25

Schedule name: DIGITAL MAPPING

Retention: CURRENT YEAR UNTIL FILE UPDATE

Description: Produce maps and updates in digital format

Types of Records: GIS, maps, reference plans

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Limited to information that does not endanger site security

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D26

Schedule name: AGRICULTURAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Development of agricultural growth

Types of Records: Reports, statistics

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P, CAO

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D27

Schedule name: BACKGROUND REPORTS FOR OFFICIAL PLAN

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FINAL DECISION

Description: Amendments and changes to the official Plan

Types of Records: Reports

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D28

Schedule name: PROPERTY FILES

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Records relating to a specific property

Types of Records: Permits, inspections, agreements, drawings

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: Yes

Record Access: Limited to information that does not endanger property security or personal information

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D30

Schedule name: MARKETING PARTNER FILES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE CLOSED

Description: Tourism and agricultural marketing partnership

Types of Records: Promotional materials, membership agreements

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D31

Schedule name: DEEMING PROCESS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FINAL DECISION

Description: Allowing for two or more neighbouring lots on a registered plan

Types of Records: Applications, council decisions, bylaws,

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: Yes

Record Access: Available once finalized

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: D32

Schedule name: DEVELOPMENT CHARGES STUDY

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Final development charges under Development charges act

Types of Records: Advertising, meeting notices, background information, reports

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: D33

Schedule name: PART LOT CONTROL

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FINAL DECISION

Description: Allow the conveyance of a portion of a lot without requiring approval of a land division committee act

Types of Records: Reports, bylaws, correspondences

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Available once finalized

Records schedule status: New

Archival: No, destroy when retention expires

E – Environmental Services

Schedule number: E01

Schedule name: SANITARY SEWERS

**Retention: CURRENT YEAR PLUS 2 YEARS AFTER PROJECT COMPLETION
SPECIFICATIONS: LIFE OF ASSET**

Description: Norfolk County's conduits that carry off waste matter

Types of Records: Design notes, reports, drawings

Excludes: E07, E02, E03, E21, A27

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CAO-CS

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E02

Schedule name: STORM SEWERS

**Retention: CURRENT YEAR PLUS 2 YEARS AFTER PROJECT COMPLETION
SPECIFICATIONS LIFE OF ASSET**

Description: Norfolk County's design, construction and maintenance of sewer system

Types of Records: Design notes, drawings, construction materials

Excludes: A27

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CAO-CS

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E03

Schedule name: WASTE WATER SYSTEMS – TREATMENT PLANTS

**Retention: CURRENT YEAR PLUS 5 YEARS AFTER EQUIPMENT RETIRED
SPECIFICATIONS IS LIFE OF ASSET**

Description: Norfolk County's design, construction and maintenance of sewer system

Types of Records: Design notes, drawings, construction materials

Excludes: A27

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CAO-CS

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E04

Schedule name: TREES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE CLOSED

Description: Tree removal, planting, trimming, pruning and preservation

Types of Records: Work orders, notes, schedules

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E05

Schedule name: ENVIRONMENTAL MONITORING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

Description: Routine monitoring of water and air quality

Types of Records: Reports, lab reports, chart recorder, monitoring sheets

Excludes: E13, E14, E15, P01, M04, E23

Primary Department: PW

Department(s) with Records Holdings: PW, CES, CAO-CS

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E06

Schedule name: UTILITIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE CLOSED

Description: Utility services provided to the residents of Norfolk County

Types of Records: Maps, location drawings

Excludes: D11

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CAO-CS, CS

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E07

Schedule name: WASTE MANAGEMENT

**Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE CLOSED,
LANDFILLS: CURRENT YEAR PLUS 25 YEARS AFTER CLOSURE**

Description: Norfolk County's waste collection and disposal of waste

Types of Records: Landfill site records, collection services, composting, energy of waste

Excludes: E01, D03, E12, A25

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CAO-CS, CS

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E08

Schedule name: WATER SYSTEMS

**Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED
SPECIFICATIONS: LIFE OF ASSET**

Description: Water mains, tanks, pipelines and related facilities and equipment

Types of Records: Registration numbers, design, inspection notes, work orders,

Excludes: E03, A27

Primary Department: PW

Department(s) with Records Holdings: PW, CAO-CS

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E09

Schedule name: MUNICIPAL AND MUTUAL AGREEMENT DRAINS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Design, construction and maintenance of all drains in Norfolk County

Types of Records: Engineer reports, petitions, assessments, specifications

Excludes: A27

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CS

Personal Information: None

Record Access: Limited to information that does not endanger drain security

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: E10

Schedule name: PITS AND QUARRIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE CLOSED

SPECIFICATIONS: LIFE OF ASSET

Description: Design, construction, maintenance and monitoring of pits and quarries

Types of Records: Engineer's report, assessments, specifications

Excludes: P09

Primary Department: PW

Department(s) with Records Holdings: CAO

Personal Information: None

Record Access: Limited to information that does not endanger pit or quarry security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E11

Schedule name: NUTRIENT MANAGEMENT

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

Description: Control of storing, spreading and using livestock waste materials

Types of Records: Sampling results, site records

Excludes: P09

Primary Department: PW

Department(s) with Records Holdings: CAO

Personal Information: None

Record Access: Limited to information that does not endanger site security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E12

Schedule name: SOURCE PROTECTION

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED

Description: Identification and reducing risk of significant threats to the water system

Types of Records: Risk management plans, assessment reports, vulnerability studies

Excludes: D03, P20, L14, E23, E11

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E13

Schedule name: PRIVATE SEWAGE DISPOSAL SYSTEMS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

Description: Design, construction and maintenance of sewers and septic systems

Types of Records: Logs, reports, inspections

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E14

Schedule name: WATER SAMPLING AND MONITORING

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED

Description: Routine monitoring of water quality and quantity

Types of Records: Notice checks, chemical samples, logs, reports, inspections

Excludes: E05, E23, P01, M04, A25

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E15

Schedule name: BACKFLOW PREVENTION & CROSS CONNECTION CONTROL

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED

Description: Backflow prevention and cross connection control By-law program

Types of Records: Survey's test reports, work orders, inspection reports, drawings

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E16

Schedule name: ENERGY MANAGEMENT

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

Description: Norfolk County's energy management program

Types of Records: Annual plans, utility invoices, feasibility studies, audit reports

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E17

Schedule name: NATURAL HERITAGE

Retention: CURRENT YEAR PLUS 3 YEARS AT THE END OF PLAN

Description: Norfolk County's green lands and forests

Types of Records: Bylaw, enforcements, preservations

Excludes: D05, E04, R01, R01

Primary Department: PW

Department(s) with Records Holdings: CAO, CAO-CS, CES

Personal Information: None

Record Access: Limited to information that does not detail enforcement techniques

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E18

Schedule name: RENEWABLE ENERGY

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FACILITY NO LONGER IN USE

Description: The effects of natural energy on the environment and public health

Types of Records: Data, applications, standards, monitoring, reports

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Limited to information that does not endanger facility security

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E19

Schedule name: CHEMICAL SAMPLING OF WATER

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FACILITY NO LONGER IN USE

Description: Sampling of Norfolk County's water

Types of Records: Test results, engineer evaluation, corrective action reports

Excludes: E05, P01, M04, P21

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E20

Schedule name: MOE ENVIRONMENTAL COMPLIANCE APPROVALS

Retention: CURRENT PLUS 3 YEARS AFTER FILE CLOSED

Description: Norfolk County compliance with the ministry

Types of Records: Test reports, compliance reports, correspondence

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Limited, consult Norfolk County prior to submitting access request

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E21

Schedule name: PRIVATE/ SMALL WATER SYSTEMS

Retention: CURRENT YEAR PLUS 15 YEARS AFTER EQUIPMENT IS NO LONGER IN USE

Description: Design, construction, maintenance of private water systems

Types of Records: Operating manuals, maintenance orders and logs, audits

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Limited to information that does not endanger system security

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E22

Schedule name: LAND QUALITY MONITORING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Routine monitoring of land quality and site conditions

Types of Records: Test reports

Excludes: E13, E14, E15, P01, M04, E05, E18

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Limited, consult Norfolk County prior to submitting access request.

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E23

Schedule name: GASOLINE STORAGE AND DISPENSING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER SYSTEM REMOVAL

Description: Gasoline storage tank and municipal gasoline dispensing records

Types of Records: Visual inspection reports, maintenance, measurements, leak tests

Excludes: E13, E14, E15, P01, M04, E05, E18

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Limited to information that does not endanger storage security

Records schedule status: New

Archival: No, destroy after retention expires

F – Finance and Accounting

Schedule number: F01

Schedule name: ACCOUNT PAYABLE

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Funds payable by Norfolk County

Types of Records: Paid invoices, receipts, rebates, levies payable, reports, bills

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: All, except OW

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F02

Schedule name: ACCOUNT RECEIVABLE

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Funds owing to Norfolk County

Types of Records: Invoices, tax collection, billing listings

Excludes: F23, F22

Primary Department: Finance

Department(s) with Records Holdings: All, except OW, HSS, Norview

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F03

Schedule name: AUDITS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Internal and external audits of Norfolk County's accounts

Types of Records: Spreadsheets, reports

Excludes: F10

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F04

Schedule name: BANKING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Banking transactions

Types of Records: Bank reconciliations, deposit records

Excludes: F10

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F05

Schedule name: BUDGETS AND ESTIMATES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's capital and operating budgets and plans

Types of Records: Working notes, calculations, background documentation

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: All

Personal Information: Yes

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F06

Schedule name: ASSETS

Retention: DISPOSAL OF ASSET PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's current and fixed assets

Types of Records: Inventories, expenditure, depreciation

Excludes: L07

Primary Department: Finance

Department(s) with Records Holdings: All, except D&P

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F07

Schedule name: CHEQUES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: All cancelled cheques issued

Types of Records: Cheque requisitions, cheque listings, supporting documentation

Excludes: F04

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F08

Schedule name: DEBENTURES AND BONDS

**Retention: CURRENT YEAR PLUS 6 YEARS AFTER DEBENTURES
SURRENDERED**

Description: Issued debentures and bonds

Types of Records: Initial issuance of debenture or bond, payment records

Excludes: F14

Primary Department: Finance

Department(s) with Records Holdings: Finance, HSS

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F09

Schedule name: EMPLOYEE AND COUNCIL EXPENSES

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Travel and meeting expense statements submitted by staff and council

Types of Records: Credit card information, receipts, time sheets, mileage logs

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: All, except Norview

Personal Information: Yes

Record Access: Mostly accessible with any personal information removed

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F10

Schedule name: FINANCIAL STATEMENTS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Norfolk County's financial reports

Types of Records: Working notes, calculations, background information

Excludes: F26

Primary Department: Finance

Department(s) with Records Holdings: All, except Norview, OW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: F11

Schedule name: GRANTS AND LOANS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER REPAYMENT OF LOAN

Description: Revenue generated from provincial and federal grants

Types of Records: Tax rebates, improvement programs, grant submissions

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: All, except Norview, OW

Personal Information: None

Record Access: Mostly accessible, may contain economic interests

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F12

Schedule name: INVESTMENTS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER CLOSURE OF ACCOUNT

Description: Norfolk County's investment portfolio

Types of Records: Term deposits, promissory notes

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: None

Record Access: Mostly accessible, may contain economic interests

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F13

Schedule name: JOURNAL VOUCHERS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Complete journal voucher forms

Types of Records: Input forms, background documentation, journal entries

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance, CS, HSS, PW

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F14

Schedule name: SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: All subsidiary ledgers, registers and journals

Types of Records: Payment and receipt journals, payroll, debenture registers

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance, CAO-CS

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F15

Schedule name: GENERAL LEDGERS AND JOURNALS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: All financial ledgers, registers and journals

Types of Records: Original entry and trial balances

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance, CAO-CS

Personal Information: No

Record Access: Mostly accessible, may contain economic interests

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: F16

Schedule name: PAYROLL

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Payments of salary, wages and deductions to employees

Types of Records: OHIP, T4 slips, pension, OMERS reports, Green shield

Excludes: F14, F27

Primary Department: Finance

Department(s) with Records Holdings: All

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F17

Schedule name: PURCHASE ORDERS AND REQUISITIONS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Items purchased by staff

Types of Records: Blanket orders, payment authorizations

Excludes: F18

Primary Department: Finance

Department(s) with Records Holdings: All

Personal Information: Yes

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F18

Schedule name: QUOTATIONS AND TENDERS

**Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED,
UNSUCCESSFUL BID IS 1 YEAR**

Description: Quotations and tenders obtained from suppliers of goods and services

Types of Records: RFP's, invitations to tender, proposals, submissions

Excludes: L04

Primary Department: Finance

Department(s) with Records Holdings: All, except OW

Personal Information: Yes

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F19

Schedule name: RECIEPTS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Receipts issued for payment of items

Types of Records: Licenses, rentals, taxes

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: All, except CAO, HSS, OW

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F20

Schedule name: RESERVE FUNDS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's discretionary fund

Types of Records: Working funds, contingencies, future capital projects

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance, CS, PW

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F21

Schedule name: REVENUES

**Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED,
MORTGAGE RELATED IS 10 YEARS AFTER FILE IS CLOSED**

Description: Generation of revenues

Types of Records: Development charges, authorized fees

Excludes: F02, F22

Primary Department: Finance

Department(s) with Records Holdings: All, except CS, HSS, OW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F22

Schedule name: TAX ROLLS AND RECORDS – LONG TERM

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Taxation records

Types of Records: Assessment rolls, tax sale records, deed, tax arrears, collector's roll

Excludes: F02

Primary Department: Finance

Department(s) with Records Holdings: Finance, CES

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: Yes, transfer to archives after retention expires

Schedule number: F23

Schedule name: WRITE OFFS

**Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED,
COURT SERVICES IS 37 YEARS AFTER FILE IS CLOSED**

Description: Accounts receivable that has been written off as uncollectable

Types of Records: Records of bankruptcies

Excludes: F02

Primary Department: CAO

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F24

Schedule name: TRUST FUNDS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Funds established by Norfolk County for money held in trust

Types of Records: Bequests, homes of the ages, banks statements and instructions

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F25

Schedule name: TAX ROLLS AND RECORDS – SHORT TERM

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Financial records of short-term value

Types of Records: School support, mortgage company correspondence

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F26

Schedule name: SECURITY DEPOSITS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER ACCOUNT CLOSURE

Description:

Types of Records: Deposits, letters of credit, certificate of insurance

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F27

Schedule name: DEBTS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER TERMINATION OF DEBT

Description: Records and information regarding long-term borrowing

Types of Records: Reports

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F28

Schedule name: WORKING PAPERS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER COMPLETION OF ADUIT

Description: Norfolk County's working financial papers

Types of Records: Notes, calculations, daily logs, job costing calculations

Excludes: F10

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F29

Schedule name: TAXATION – SALES TAX

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Taxes paid by the municipality

Types of Records: Original assessment notices, sales tax exemptions, retain sales tax

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance, CS, D&P

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F30

Schedule name: REGULATORY REPORTING - FINANCIAL

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Regulatory, financial information returns and government reporting

Types of Records: HST returns, tax rebate filings

Excludes: A25

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Varies, contact Norfolk County before submitting access request

Records schedule status: Continuing

Archival: No, destroy after retention expires

H – HUMAN RESOURCES

Schedule number: H01

Schedule name: ATTENDANCE AND SCHEDULING

**Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED,
DRIVERS DAILY LOGS IS 6 MONTHS
PUBLIC VEHICLE AND TRIP REPORTS IS 1 YEAR**

Description: Employee attendance and scheduling

Types of Records: Calendars, Request for leave, time sheets

Excludes: F16

Primary Department: Human Resources

Department(s) with Records Holdings: All, except OW

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H02

Schedule name: BENEFITS

Retention: KEPT UNTIL FILE IS UPDATED

Description: Norfolk County benefit package offered to all employees

Types of Records: Brochures, rates, quotes, group insurance plans

Excludes: F16, H10

Primary Department: Human Resources

Department(s) with Records Holdings: All, except OW and D&P

Personal Information: None

Record Access: Only what is publicly available

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H03

Schedule name: EMPLOYEE RECORDS

**Retention: CURRENT YEAR PLUS 5 YEARS AFTER TERMINATION
LONG-TERM CARE HOME IS 7 YEARS
FIREFIGHTER IS 25 YEARS**

Description: Employment history of Norfolk County's staff

Types of Records: Resumes, applications, performance evaluations

Excludes: H14, H10, H15

Primary Department: Human Resources

Department(s) with Records Holdings: All, except OW

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H04

Schedule name: HEALTH AND SAFETY

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Occupational health and safety of staff

Types of Records: Lost-time accident incident reports, WSIB reports

Excludes: S08, P05, H13, H17

Primary Department: Human Resources

Department(s) with Records Holdings: All, except Finance, D&P, OW

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H05

Schedule name: HUMAN RESOURCE PLANNING

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Planning of Norfolk County's organizational charts

Types of Records: Succession planning, retirement programs, staff turnover rates

Excludes: H03

Primary Department: Human Resources

Department(s) with Records Holdings: All, except Finance, D&P, OW

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H06

Schedule name: JOB DESCRIPTION

Retention: KEPT UNTIL FILE IS UPDATED

Description: Job descriptions and specifications

Types of Records: Background information, reports, amendments

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: All, except Finance, D&P, OW

Personal Information: None

Record Access: Varies, consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H07

Schedule name: LABOUR RELATIONS

Retention: CURRENT YEAR PLUS 10 YEARS AFTER EXPIRY OF CONTRACT

Description: Relationship between labor and management

Types of Records: Collective bargaining, correspondences, negotiations notes

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: All, except Finance, D&P, OW

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H08
Schedule name: ORGANIZATION DESIGN
Retention: KEPT UNTIL FILE IS UPDATED

Description: Norfolk County's reporting relationships
Types of Records: Organizational charts
Excludes: H06
Primary Department: Originating
Department(s) with Records Holdings: All, except Finance, D&P, OW
Personal Information: None
Record Access: Final copy only
Records schedule status: Continuing
Archival: No, destroy after retention expires

Schedule number: H09
Schedule name: SALARY PLANNING
Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Planning and scheduling of salaries
Types of Records: Job evaluation, classification system, compensation ranges, surveys
Excludes: H03
Primary Department: Human Resources
Department(s) with Records Holdings: All, except Finance, D&P, OW
Personal Information: None
Record Access: No
Records schedule status: Continuing
Archival: No, destroy after retention expires

Schedule number: H10
Schedule name: PENSION AND BENEFITS
Retention: CURRENT YEAR PLUS 6 YEARS AFTER TERMINATION OF EMPLOYEE

Description: Pension obligations due to county staff under OMERS
Types of Records: Registration and enrolment, personnel records
Excludes: F01, H02, F16
Primary Department: Human Resources
Department(s) with Records Holdings: Human Resources
Personal Information: Yes, employment file
Record Access: No
Records schedule status: Continuing
Archival: No, destroy after retention expires

Schedule number: H11

Schedule name: RECRUITMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Recruitment of staff

Types of Records: Job postings, advertisements, unsuccessful applications

Excludes: H03

Primary Department: Human Resources

Department(s) with Records Holdings: All, except Finance, D&P, OW

Personal Information: Yes

Record Access: Only what is already publicly available

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H12

Schedule name: TRAINING AND DEVELOPMENT

Retention: CURRENT YEAR PLUS 2 YEARS AT END OF COURSE

SALT USE TRAINING 7 YEARS, DRINKING WATER TRAINING 5 YEARS

Description: Courses offered to employees and information on career development

Types of Records: Orientation, content, delivery materials, attendance records

Excludes: H03

Primary Department: Human Resources

Department(s) with Records Holdings: All, except Finance, OW

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H13

Schedule name: CLAIMS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER RESOLUTION OF CLAIM,

HAZARDOUS CLAIMS PLUS 20 YEARS AFTER EXPOSURE

Description: Lost-time incidents by county staff

Types of Records: WSIB claims, insurance claims, accident reports

Excludes: H04

Primary Department: Human Resources

Department(s) with Records Holdings: CAO-CS and CS

Personal Information: Yes

Record Access: No.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H14

Schedule name: GRIEVANCES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER CLOSURE OF CLAIM

Description: Grievances filed against Norfolk County

Types of Records: Initial complaint, investigations, reports, arbitration

Excludes: H15

Primary Department: Human Resources

Department(s) with Records Holdings: CAO, CAO-CS, CS

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H15

Schedule name: HARASSMENT AND VIOLENCE

Retention: CURRENT YEAR PLUS 3 YEARS AFTER CLOSURE OF COMPLAINT

Description: Harassment and/or violence complaints by or against Norfolk County

Types of Records: Complaints, investigations, reports, resolutions, arbitration

Excludes: H14, P08

Primary Department: Human Resources

Department(s) with Records Holdings: CAO, CS, Norview

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H16

Schedule name: CRIMINAL BACKGROUND CHECKS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER TERMINATION

Description: Listing of criminal code convictions that were not pardoned

Types of Records: Annual criminal offence declarations

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H17

Schedule name: EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS

Retention: CURRENT YEAR PLUS 40 YEARS AFTER EXPOSURE DATE

Description: Exposure to asbestos and hazardous materials while at work

Types of Records: Serious incident, chemical exposure records

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H18

Schedule name: EMPLOYEE MEDICAL RECORDS

**Retention: CURRENT YEAR PLUS 3 YEARS AFTER CLAIMS RESOLVED
HAZARDOUS CLAIMS PLUS 20 YEARS AFTER EXPOSURE**

Description: Norfolk County's staffs medical records

Types of Records: Doctors notes, correspondence, health reports

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: CAO

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H19

Schedule name: DISABILITY MANAGEMENT

Retention: CURRENT YEAR PLUS 5 YEARS AFTER ISSUED DATE

Description: Work-related Injuries and illnesses

Types of Records: Accommodation records

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H20

Schedule name: CONFINED SPACES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DAY OF TESTING

Description: Assessment of confined spaces

Types of Records: Written plan and processes, test results

Excludes: H03, H12

Primary Department: Human Resources

Department(s) with Records Holdings: PW, Human Resources

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H21

Schedule name: EMPLOYEE RECOGNITION

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Staffs awards and honours granted from Norfolk County

Types of Records: Organized events, service awards, retirement celebrations

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: H22

Schedule name: EMPLOYEE CERTIFICATIONS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER EXPIRY OF CERTIFICATION

Description: Mandatory employee certification, credentials and training

Types of Records: Applications, confirmations, renewals, certificates

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

J – JUSTICE

Schedule number: J01

Schedule name: DAILY BATCH PAYMENTS

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: Certificates of offence

Types of Records: Part 1 and 2, Part 3 information's, which have a completion date

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Only access to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J02

Schedule name: OFFENCE REPORTS

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: Offence information

Types of Records: RICO reports

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Only access to own personal information.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J03

Schedule name: PROVINCIAL OFFENCES FINANCIAL RECORDS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Financial information

Types of Records: Paid transcripts pay tickets, financial RICOs, months end

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Only access to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J04

Schedule name: CONTROL LISTS/ JUSTICE REPORTS

Retention: CURRENT YEAR PLUS 4 YEARS AFTER FILE IS CLOSED

Description: Lists provided from Municipal and Provincial agencies

Types of Records: Certificates and lists, M.T.O, M.N.R

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J05

Schedule name: COURT DOCKETS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Registers of court activities

Types of Records: POA trial dockets, fail to respond dockets, walk in guilty, court duties

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J06

Schedule name: ENFORCEMENT & SUSPENSION

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: The suspension of licenses issued by provincial government agencies

Types of Records: RICO-4015, RICO-4017, fine collections, audit reports

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J07

Schedule name: COMMUNICATION WITH OTHER AGENCIES

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Transfers to and from other courts

Types of Records: Appeals, NIS's exhibit return sheets, MTO requests

Excludes: L01

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J08

Schedule name: STATISTICS

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: Reports and Other statistical data

Types of Records: RICO-2100, new offence register, FICO-0100, RICO-4400

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J09

Schedule name: PURGED REPORTS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Completed fines purged from ICON system

Types of Records: RICO reports

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Only access to own personal information

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: J10
Schedule name: POA WRITE-OFFS
Retention: PERMANENT AFTER FILE IS CLOSED

Description: Fines that are uncollectable
Types of Records: Deceased person, bankruptcy
Excludes: None
Primary Department: CS
Department(s) with Records Holdings: CS
Personal Information: Yes
Record Access: No
Records schedule status: Continuing
Archival: Yes, must be kept within Norfolk County

Schedule number: J11
Schedule name: DISCLOSURE
Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Information requested by individuals in preparation for court cases
Types of Records: Ticket information, picture, enforcement reports, bylaws
Excludes: None
Primary Department: CS
Department(s) with Records Holdings: CS
Personal Information: Yes
Record Access: Consult Norfolk County prior to submitting access request
Records schedule status: New
Archival: No, destroy after retention expires

Schedule number: J12
Schedule name: TRANSCRIPTS AND RECORDS OF COURT PROCEEDINGS
Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Court proceedings and records relating to exhibit dispositions
Types of Records: Tapes, logbooks
Excludes: None
Primary Department: CS
Department(s) with Records Holdings: CS
Personal Information: Yes
Record Access: Consult Norfolk County prior to submitting access request.
Records schedule status: New
Archival: No, destroy after retention expires

L – LEGAL

Schedule number: L01

Schedule name: APPEALS AND HEARINGS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Transcripts and papers for appeals, hearings, and legal proceedings

Types of Records: Notices of appeal, zoning appeals, COA appeals, final judgements

Excludes: L02 – Claims against the municipality

Primary Department: CAO

Department(s) with Records Holdings: All, except Finance, OW

Personal Information: Yes

Record Access: No if not otherwise publicly available.

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: L02

Schedule name: CLAIMS AGAINST THE MUNICIPALITY

Retention: CURRENT YEAR PLUS 2 YEARS AFTER RESOLUTION OF CLAIM AND APPEALS, ULTIMATE LIMITATION 15 YEARS

Description: Litigation and insurance claims made against the municipality

Types of Records: Insurance claims, investigations, reports

Excludes: L01 – Appeals and hearings

Primary Department: CAO

Department(s) with Records Holdings: All, except Finance, OW

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L03

Schedule name: CLAIMS BY THE MUNICIPALITY

Retention: CURRENT YEAR PLUS 2 YEARS AFTER RESOLUTION OF CLAIM AND APPEALS

Description: Litigation and insurance claims made by the municipality

Types of Records: Insurance claims, investigations, reports

Excludes: L01

Primary Department: CAO

Department(s) with Records Holdings: All, except Finance, OW

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L04

Schedule name: CONTRACTS AND AGREEMENTS – WITH BYLAW

Retention: CURRENT YEAR PLUS 15 YEARS AFTER TERMINIATION OF AGREEMENT

Description: Agreements entered into by Norfolk County, which need a by-law approval

Types of Records: Construction contracts, collective agreements, encroachments,

Excludes: L07 – Land Acquisition

Primary Department: CAO

Department(s) with Records Holdings: All, except OW

Personal Information: Yes

Record Access: Final contracts and agreements only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L05

Schedule name: INSURANCE APPRAISALS

Retention: CURRENT YEAR PLUS 15 YEARS AFTER APPRAISAL

Description: Appraisals of Norfolk County's property

Types of Records: Appraisal reports

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L06

Schedule name: INSURANCE POLICIES

Retention: CURRENT YEAR PLUS 15 YEARS AFTER EXPIRY OF POLICY

Description: Norfolk County's insurance policy documents

Types of Records: Vehicle, liability, theft, fire

Excludes: L04 – Contracts & agreements – with by-law

Primary Department: CAO

Department(s) with Records Holdings: CS, CAO-CS, Norview, PW

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L07

Schedule name: LAND ACQUISITION AND SALE

Retention: CURRENT YEAR PLUS 10 YEARS AFTER PROPERTY SALE

Description: Real estate transactions and conveyance of land

Types of Records: Lot sales, alley closings, leases, deeds, purchase letters

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: All, except Finance, Norview, OW

Personal Information: None

Record Access: Varies, consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L08

Schedule name: OPINION AND BRIEFS

Retention: KEPT UNTIL NEW UPDATE

Description: Opinions and briefs prepared by the municipality's legal counsel

Types of Records: Specific issues, by-law

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CAO, CAO-CS, D&P

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L09
Schedule name: PRECEDENTS
Retention: KEPT UNTIL NEW UPDATE

Description: Judgements that affect a position in a legal matter
Types of Records: By-law
Excludes: None
Primary Department: CAO
Department(s) with Records Holdings: CS
Personal Information: None
Record Access: No
Records schedule status: Continuing
Archival: No, destroy after retention expires

Schedule number: L10
Schedule name: FEDERAL LEGISLATION
Retention: KEPT UNTIL NEW UPDATE

Description: Bills, acts and regulations enacted by the Parliament
Types of Records: Laws
Excludes: None
Primary Department: CAO
Department(s) with Records Holdings: CAO-CS, CAO, Norview, PW
Personal Information: None
Record Access: Yes, publicly available
Records schedule status: Continuing
Archival: No, destroy after retention expires

Schedule number: L11
Schedule name: PROVINCIAL LEGISLATION
Retention: KEPT UNTIL NEW UPDATE

Description: Bills, acts and regulations enacted by the Ontario Legislation
Types of Records: Laws
Excludes: None
Primary Department: CAO
Department(s) with Records Holdings: CAO-CS, CAO, Norview, PW
Personal Information: None
Record Access: Yes, publicly available
Records schedule status: Continuing
Archival: No, destroy after retention expires

Schedule number: L12

Schedule name: VITAL STATISTICS

Retention: PERMANENLY KEPT AFTER FILE IS CLOSED

Description: Registers of births, deaths and marriages

Types of Records: license or permit serial numbers, date of issues

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS, CES

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: L13

Schedule name: PROSECUTIONS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER DELIVERY OF JUDGEMENT

Description: Prosecutions to enforce by-laws

Types of Records: Enforcement records

Excludes: P01, L01

Primary Department: Originating

Department(s) with Records Holdings: CAO, D&P

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: L14

Schedule name: CONTRACTS AND AGREEMENTS – NO BY-LAW

**Retention: CURRENT YEAR PLUS 2 YEARS AFTER EXPIRY OF CONTRACT
LONG TERM CARE PROVIDERS IS 7 YEARS**

Description: Contracts and agreements, which do not require by-law approval

Types of Records: Equipment rental, service contract, leases, purchase agreements

Excludes: L04, P01

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Final contract or agreement only

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: L15

Schedule name: LEASES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER EXPIRY OF CONTRACT

Description: Leases and rental of municipal property

Types of Records: Leases

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Final leases only

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: L16

Schedule name: COPYRIGHT

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Permission to use Norfolk County's crest, written materials and photos

Types of Records: Permission letters, denial letters

Excludes: M08

Primary Department: CAO

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

M – MEDIA AND PUBLIC RELATIONS

Schedule number: M01

Schedule name: ADVERTISING

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Public advertising in magazines, newspapers, radio, television, transit

Types of Records: Final ad copy, notes

Excludes: M06, M01, C07

Primary Department: Originating

Department(s) with Records Holdings: CAO, CAO-CS, CS, PW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M02

Schedule name: CEREMONIES AND EVENTS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Participation in special events, opening and anniversaries

Types of Records: Set-up, correspondences, plaques

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All, except Finance, OW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: M03

Schedule name: CHARITABLE CAMPAIGNS AND FUNDRAISING

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Raising of funds and donations for Norfolk County

Types of Records: Notes, correspondences, letters

Excludes: F19

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, Norview

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M04

Schedule name: COMPLAINTS, COMMENDATIONS AND INQUIRIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Related to services provided and offered by Norfolk County

Types of Records: Compliance letters, inquiries, certificates

Excludes: A17, H14

Primary Department: Originating

Department(s) with Records Holdings: All, except Finance and OW

Personal Information: Yes

Record Access: Access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M05

Schedule name: NEWS CLIPPINGS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Clippings for printed media

Types of Records: Newspapers, journals, online media coverage

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CAO, CAO-CS, Norview

Personal Information: None

Record Access: Yes, publicly available

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M06

Schedule name: MEDIA RELEASES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Final versions of new releases issued

Types of Records: Messages for special events, correspondence, letters

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CAO, CS, Norview

Personal Information: None

Record Access: Yes, publicly available

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M07

Schedule name: PUBLICATIONS

**Retention: KEPT UNTIL NEW UPDATE
PLUS 3 YEARS FOR COPYRIGHT**

Description: Resources for the public published by Norfolk County

Types of Records: Manuscripts, artwork, printed copies, pamphlets, directories

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All, except Finance and OW

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: M08

Schedule name: SPEECHES AND PRESENTATIONS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Presentations or conferences given by elected and non-elected officials

Types of Records: Background notes, final version of speeches

Excludes: M06 – Media Release

Primary Department: Originating

Department(s) with Records Holdings: CAO, CAO-CS, Norview

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: M09

Schedule name: VISUAL IDENTITY AND INSIGNIA

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Standards of graphic designs as part of Visual Identity Program

Types of Records: Trademarks, logos, letterhead design, seals of office

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CAO, CAO-CS, HSS

Personal Information: None

Record Access: Final copies only

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M10

Schedule name: WEBISTE AND SOCIAL MEDIA CONTENT

Retention: KEPT UNTIL FILE IS UPDATED

Description: Snapshots of website content created by Norfolk County

Types of Records: Facebook, twitter, website

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M11

Schedule name: CUSTOMER AND CLIENT SERVICES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Improving public access and awareness to Norfolk County services

Types of Records: Service directory, letters of support, communications, awards

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M12

Schedule name: INTELLECTUAL PROPERTY

Retention: EXPIRED COPYRIGHT OR TRADEMARK PLUS 5 YEARS

Description: Certificates of copyright, applications for patents and trademark registration

Types of Records: Authorized use of copyright, trademarks and patents

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

P – PROTECTION AND ENFORCEMENT SERVICES

Schedule number: P01

Schedule name: BY-LAW ENFORCEMENT

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's efforts to enforce bylaws

Types of Records: Parking tickets, orders to comply, inspection reports, photographs

Excludes: P09 - Licenses

Primary Department: Originating

Department(s) with Records Holdings: CAO, CAO-CS, D&P, HSS

Personal Information: Yes

Record Access: Limited to cumulative statistics and own orders or tickets

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P02

Schedule name: DAILY OCCURANCE LOGS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Daily reports retained by fire and ambulance assisting calls

Types of Records: Call reports, field sheets, staff calendar books

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS, PW

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P03
Schedule name: EMERGENCY PLANNING
Retention: KEPT UNTIL FILE IS UPDATED
PLUS 5 YEARS FOR ENVIRONMENTAL ACT

Description: Planning and testing of response to emergencies
Types of Records: Records of disasters, command center operation, response reports
Excludes: None
Primary Department: Originating
Department(s) with Records Holdings: All
Personal Information: None
Record Access: Only what is already publicly available
Records schedule status: Continuing
Archival: No, destroy when retention expires

Schedule number: P04
Schedule name: HAZARDOUS MATERIALS
Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE UPDATE

Description: Reports on chemicals that pose a fire or environmental hazard
Types of Records: MSDS, toxic substance control, leak tests, release reports
Excludes: H04, H17, E07
Primary Department: Originating
Department(s) with Records Holdings: CAO-CS
Personal Information: None
Record Access: Mostly accessible, may contain security related information
Records schedule status: Continuing
Archival: No, destroy when retention expires

Schedule number: P05
Schedule name: INCIDENT AND ACCIDENT REPORTS
Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Vandalism and security incident reports on Norfolk County property
Types of Records: Unusual Occurrences Reports, bomb threats, old aged runaways,
Excludes: A18, H04, L02, L03, S18, S14, S10
Primary Department: Originating
Department(s) with Records Holdings: CAO, CAO-CS, Norview, PW
Personal Information: None
Record Access: No
Records schedule status: Continuing
Archival: No, destroy when retention expires

Schedule number: P06
Schedule name: FIRE PROPERTY FILES
Retention: PERMANENT AFTER FILE IS CLOSED

Description: Fire service records relating to specific property
Types of Records: Mandatory reported information, compliance inspections, and violations
Excludes: P01
Primary Department: CAO-CS
Department(s) with Records Holdings: CAO-CS
Personal Information: None
Record Access: Mostly accessible, may contain security related information
Records schedule status: Continuing
Archival: Yes, must be kept within Norfolk County

Schedule number: P07
Schedule name: HEALTH AND FIRE INSPECTIONS
Retention: CURRENT YEAR UNTIL FILE UPDATE, MINIMUM OF 1 YEAR

Description: Health and Fire inspections on private, public and commercial properties
Types of Records: Inspection reports
Excludes: H04, P06
Primary Department: HSS
Department(s) with Records Holdings: Norview, CAO-CS
Personal Information: Yes
Record Access: Only access to own health and fire inspections
Records schedule status: Continuing
Archival: No, destroy when retention expires

Schedule number: P08
Schedule name: INVESTIGATIONS
Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Investigations pertaining to law enforcement
Types of Records: Traffic accidents, firefighting activities, ERO
Excludes: P01, H15
Primary Department: Originating
Department(s) with Records Holdings: CAO, CAO-CS, D&P
Personal Information: Yes
Record Access: No
Records schedule status: Continuing
Archival: No, destroy when retention expires

Schedule number: P09

Schedule name: LICENCES

Retention: CURRENT YEAR PLUS 2 YEARS AFTER LICENSE EXPIRES

Description: Licenses administered by Norfolk County

Types of Records: Dog kennels, lotteries, hunting, business

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CAO, CAO-CS, D&P

Personal Information: Yes

Record Access: Limited to own personal information or subject to third party information

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P10

Schedule name: FIRE CALL REPORTS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Fire department responses to emergency calls

Types of Records: Field notes and journals

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: Yes

Record Access: Mostly accessible except personal information that is not your own

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P11

Schedule name: PERMITS, OTHER

Retention: CURRENT YEAR PLUS 2 YEARS AFTER EXPIRY OF PERMIT

Description: Permits issued by Norfolk

Types of Records: Special events, burn permits, film permits

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CAO, CAO-CS, D&P, PW

Personal Information: No

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P14

Schedule name: ANIMAL CONTROL

Retention: CURRENT YEAR PLUS 2 YEARS AFTER ANIMAL IMPOUNDED

Description: Control of household pets, strays, livestock, wildlife

Types of Records: Evaluation reports, pound animal records

Excludes: None

Primary Department: None

Department(s) with Records Holdings: None

Personal Information: No

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Discontinuing

Archival: Discontinued in 2020

Schedule number: P15

Schedule name: COMMUNITY PROTECTION PROGRAMS

**Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE UPDATED
SURVEILLANCE VIDEOS: 72 HOURS**

Description: Community protection and crime prevention

Types of Records: Public education brochures for fire, water, traffic

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CAO, CAO-CS, PW, CES

Personal Information: No

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P16

Schedule name: EMERGENCY SERVICES REPORTS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE UPDATED

Description: Police, ambulance, fire and rescue services and incidents occurred

Types of Records: Accident/emergency response and ambulance call reports

Excludes: P08 - Investigations

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: Yes

Record Access: Limited to own personal information

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: P17

Schedule name: EMS AND FIRE STATISTICS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE UPDATE

Description: Performance plans and the associated statistical reporting

Types of Records: Work related issues, calls involving medical services statistics

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: No

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: P18

Schedule name: PROHIBITIONS AND NOTICES

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE UPDATE

Description: Notices under the Source Drinking Water Protection

Types of Records: Prohibition orders, notices, correspondences

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: No

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: P19

Schedule name: FACILITIES ROUTINE WATER USE, MONITORING AND TESTING

**Retention: CURRENT YEAR PLUS 1 YEAR AFTER POOL IS TESTED
CHILD CARE PLUS 6 YEARS AFTER TESTING**

Description: Testing of public pools, recreational camps and child care facilities

Types of Records: Chlorine and pH levels, water outlet inspections, rescues, equipment

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: No

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: New

Archival: No, destroy when retention expires

R – RECREATION AND CULTURE

Schedule number: R01

Schedule name: HERITAGE PRESERVATION

Retention: CURRENT YEAR PLUS 3 YEARS AFTER REMOVAL OF DESIGNATION

Description: Heritage and historical development

Types of Records: Designations, cemeteries, archaeological digs, assessments, studies

Excludes: C01, E18

Primary Department: CAO

Department(s) with Records Holdings: CAO, CAO-CS, D&P

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R02

Schedule name: LIBRARY SERVICES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: The operation of Norfolk County libraries

Types of Records: Collections, loan requests, recommendations, information searches

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CAO, CS, D&P

Personal Information: Yes

Record Access: Limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R03

Schedule name: MUSEUM AND ARCHIVAL SERVICES

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE UPDATED

Description: The operation of Norfolk County museums

Types of Records: Registers of holdings, museum programming, activity reports

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CAO, CS, D&P

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R04

Schedule name: PARKS MANAGEMENT

**Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED
PLUS 15 YEARS AFTER EQUIPMENT REMOVED**

Description: The management and maintenance of municipal parks

Types of Records: Correspondences, reports, landscaping, maps, plans

Excludes: A20

Primary Department: CES

Department(s) with Records Holdings: CAO, CES, D&P, PW

Personal Information: Yes

Record Access: Yes, excluding any personal or park security information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R05

Schedule name: RECREATION FACILITIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Management, operation and design of the county's recreation facilities

Types of Records: Engineering drawings, inspection reports of equipment

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: None

Record Access: Inspection reports only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R06

Schedule name: RECREATIONAL PROGRAMMING

**Retention: CURRENT YEAR PLUS 3 YEARS AFTER PROGRAM DEVELOPMENT
PLUS 1 YEAR AFTER REGISTRATION
PLUS 6 YEARS AFTER ATTENDANCE FEE**

Description: Development and delivery of recreational programs in Norfolk County

Types of Records: Correspondences, applications, registrations

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO, CAO-CS, D&P

Personal Information: None

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

S – SOCIAL AND HEALTH CARE SERVICES

Schedule number: S01

Schedule name: CHILDREN'S DAY CARE AND NURSERY PROGRAM

Retention: KEPT UNTIL FILE UPDATED (REVIEW AFTER 3 YEARS)

Description: Childcare programs in Norfolk County

Types of Records: Program information, counselling resources, waiting lists

Excludes: S07, S10, S15, S06, P21, H04

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS, ECS, HSS, Norview

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S02

Schedule name: ELDERLY ASSISTANCE

Retention: CURRENT UNTIL FILE UPDATE (REVIEW AFTER 3 YEARS)

Description: Program information intended to improve quality of life for seniors

Types of Records: Long-term facility information, adult day programs, waiting lists

Excludes: S03, S18, S11

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS, Norview

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S03

Schedule name: HOMES FOR THE AGED RESIDENTS

Retention: CURRENT YEAR PLUS 10 YEARS AFTER DISCHARGE

Description: Individual residents of homes for the aged

Types of Records: Resident file

Excludes: S02

Primary Department: Norview

Department(s) with Records Holdings: Norview

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S04

Schedule name: SOCIAL ASSISTANCE PROGRAMS

Retention: KEPT UNTIL FILE UPDATED (REVIEW AFTER 3 YEARS)

Description: Assistance programs available to residents within Norfolk County

Types of Records: Resource information, housing, counselling and social assistance

Excludes: S05, S12, S18, S02

Primary Department: HSS

Department(s) with Records Holdings: HSS, Norview

Personal Information: No

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S05

Schedule name: ONTARIO WORKS CASE RECORDS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

PLUS 5 YEARS AFTER OVERPAYMENT RESOLVED

PLUS 10 YEARS AFTER OUTSTANDING FAMILY ISSUES RESOLVED

Description: Funding for Individual Ontario Works social assistance

Types of Records: Application, employment, correspondences, financial proofs

Excludes: S04

Primary Department: OW

Department(s) with Records Holdings: OW

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S06

Schedule name: MEDICAL CASE CLIENTS

Retention: CURRENT YEAR PLUS 15 YEARS AFTER DISCHARGE

Description: Case records of medical outbreaks in Norfolk County

Types of Records: Infectious diseases, venereal diseases, maternal care, outbreaks

Excludes: None

Primary Department: HSS

Department(s) with Records Holdings: HSS, Norview

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S07

Schedule name: CHILDREN'S SERVICES

Retention: CURRENT YEAR UNTIL FILE UPDATE (REVIEW AFTER 3 YEARS)

Description: Programs for developmentally handicapped or abused children

Types of Records: General resource information, Children's aid society

Excludes: S06, S01

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S08

Schedule name: PUBLIC HEALTH

Retention: CURRENT YEAR UNTIL FILE UPDATE (REVIEW AFTER 5 YEARS)

Description: Public health programs

Types of Records: School health, infection control, family programming, immunization

Excludes: S06

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S09

Schedule name: CEMETERY RECORDS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Norfolk County cemeteries and abandoned cemeteries

Types of Records: Burial permits, death certificates, warrants, disposal registers

Excludes: A20, M07, S20

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS, CES

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: Yes, kept in-county

Schedule number: S10

Schedule name: CHILDREN'S DAY CARE CLIENT RECORDS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER LAST PARTICIPATION

Description: Children's day care client records

Types of Records: Application for enrolment

Excludes: S07, P08, H15

Primary Department: HSS

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S11

Schedule name: CEMETERY – PLOT MAINTENANCE

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: General plot maintenance records

Types of Records: Notifications to owners

Excludes: S09

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S12

Schedule name: ONTARIO WORKS – FSW CLIENT FILES

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Family support work court orders

Types of Records: Court orders, letters, agreements

Excludes: S05

Primary Department: HSS

Department(s) with Records Holdings: OW

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: Yes, to be kept within Norfolk County

Schedule number: S13

Schedule name: ONTARIO WORKS – FUNERALS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Resident passes away while receiving Ontario works funds

Types of Records: Financial information. Plot information, letters, death certificates

Excludes: S09, S11

Primary Department: HSS

Department(s) with Records Holdings: OW

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: Yes, to be kept within Norfolk County

Schedule number: S14

Schedule name: SOCIAL HOUSING APPLICANT RECORDS

Retention: CURRENT YEAR PLUS 5 AFTER APPLICANT NO LONGER RESIDES

Description: Social housing applications

Types of Records: Identification, income verification documentation, rent, leases

Excludes: P04, H15

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S15

Schedule name: DISABILITIES SUPPORT CLIENTS

Retention: CURRENT YEAR PLUS 7 AFTER DISCHARGE

Description: Provisions and support to persons with mental and physical disabilities

Types of Records: Applications, support plans, summary report cards

Excludes: S07, P08, H15

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S16

Schedule name: HOUSING SERVICES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: General information on social housing programs in Norfolk County

Types of Records: Housing initiatives, non-profit housing, rent supplement programs

Excludes: S04

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S17

Schedule name: HOME CHILD CARE PROGRAM - ADMINISTRATION

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Eligible home care providers

Types of Records: Inspections, occurrence reporting, attendance records, financial

Excludes: None

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Yes, may be limited to own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S18

Schedule name: HOME CHILD CARE PROGRAM - CLIENTS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER LAST PARTICIPATED

Description: Client records and eligibility requirements for the program

Types of Records: Enrolment form, referral letters, custody documents

Excludes: S10

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S19

Schedule name: SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Social, health care and coordinated care initiatives

Types of Records: Research, action plans, governance, evaluations, stats

Excludes: None

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: No

Record Access: Yes, may be limited to own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S20

Schedule name: CLIENT CARE COORDINATION

Retention: CURRENT YEAR PLUS 10 YEARS AFTER DISCHARGE

Description: Individual clients and their care coordination planning

Types of Records:

Excludes: S06

Primary Department: HSS

Department(s) with Records Holdings: HSS, Norview

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S21

Schedule name: LONG TERM CARE OPERATIONS

Retention: CURRENT YEAR PLUS 4 YEARS AFTER FILE IS CLOSED

Description: Administration, health and wellness concerns within long term care

Types of Records: Vacancy lists, surveys, evaluations, staff training, complaints

Excludes: S06

Primary Department: Norview

Department(s) with Records Holdings: Norview

Personal Information: Yes, may be limited to own personal information

Record Access: Yes, may be limited to own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S22

Schedule name: FOOD PREPARATION AND SERVICE

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Food production for residents at long-term care homes

Types of Records: Menu cycles, inspection records and reports, surveys

Excludes: None

Primary Department: Norview

Department(s) with Records Holdings: Norview

Personal Information: No

Record Access: Yes, may be limited to own personal information

Records schedule status: New

Archival: No, destroy after retention expires

T – TRANSPORTATION

Schedule number: T00

Schedule name: TRANSPORTATION - GENERAL

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Records, which cannot be classified elsewhere.

Types of Records:

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Discontinued in 2021

Archival: No, destroy after retention expires

Schedule number: T01

Schedule name: ILLUMINATION

**Retention: CURRENT YEAR PLUS 6 YEARS AFTER REMOVAL OF EQUIPMENT
SPECIFICATIONS ARE PERMANENTLY KEPT**

Description: Installation and repair of equipment used to illuminate roads

Types of Records: Power consumption, studies, repair reports

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, D&P

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T02

Schedule name: PARKING

Retention: CURRENT YEAR PLUS 6 YEARS AFTER CLOSURE OF LOT OR SPACE

Description: Norfolk County parking issues such as handicapped parking

Types of Records: Studies, reports, statistics

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, D&P, CAO

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T03

Schedule name: PUBLIC TRANSIT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER CLOSURE OF ROUTE

Description: Public transit systems

Types of Records: Schedules, routes, maps, route administration, fare policies

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, D&P, CAO

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T04

Schedule name: ROAD CONSTRUCTION

**Retention: CURRENT YEAR PLUS 1 YEAR AFTER DONE PROJECT
SPECIFICATIONS ARE PERMANENT**

Description: Construction projects on Norfolk County's roads

Types of Records: Construction of new roads, improvements, resurfacing

Excludes: T05, T06, A25

Primary Department: PW

Department(s) with Records Holdings: PW, D&P, CAO

Personal Information: None

Record Access: Consult Norfolk County before submitting access request

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T05

Schedule name: ROAD DESIGN AND PLANNING

**Retention: CURRENT YEAR PLUS 1 YEAR AFTER DONE PROJECT
SPECIFICATIONS ARE PERMANENT**

Description: Designing and planning of specific road construction projects

Types of Records: Estimates, studies, design of curbs, sidewalks, footpaths

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, CAO

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T06

Schedule name: ROAD MAINTENANCE

**Retention: CURRENT YEAR PLUS 1 YEAR AFTER DONE PROJECT,
SPECIFICATIONS ARE PERMANENT AFTER PROJECT COMPLETION**

Description: The inspection and maintenance of roads in Norfolk County

Types of Records: Installations, minor repairs, grading, ploughing, sanding

Excludes: H03

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, D&P

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T07

Schedule name: SIGNS AND SIGNALS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER REMOVAL OF SIGNAL

Description: Manufacture, installation, servicing and maintenance of signs and signals

Types of Records: Installations, minor repairs, reports, statistics

Excludes: M09, P11

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, D&P, CAO-CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T08

Schedule name: TRAFFIC

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

Description: Flow of traffic on Norfolk County roads

Types of Records: Intersection drawings, crossovers, statistics, traffic counts

Excludes: P11

Primary Department: PW

Department(s) with Records Holdings: PW, CAO, CAO-CS

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T09

Schedule name: ROADS AND LANES CLOSURES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

Description: Roads and lanes closed of a permanent or regular basis

Types of Records: Reports, appraisals, correspondence, application, allowances

Excludes: T08, L07, C01

Primary Department: PW

Department(s) with Records Holdings: PW, CAO-CS, CS

Personal Information: None

Record Access: Yes, may be limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T10

Schedule name: ROAD SECTIONS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

Description: Street name sections, road name sections and municipal road systems.

Types of Records: Surveys, construction plans, utility requests for street names

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, CAO-CS

Personal Information: None

Record Access: Yes, may be limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T11

Schedule name: FIELD SURVEY AND ROAD SURVEY BOOKS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

Description: Engineering field survey books

Types of Records: Field notes, sketches, surveys

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T12

Schedule name: RAILROADS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FINISHED PROJECT

Description: Maintenance of railway crossings in Norfolk County

Types of Records: Reports, surveys, minor repairs

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, CAO-CS, D&P, CAO

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T13

Schedule name: BRIDGES

**Retention: CURRENT YEAR PLUS 1 YEAR AFTER DONE PROJECT
SPECIFICATIONS ARE PERMANENT**

Description: Repairs and maintenance of bridges in Norfolk County

Types of Records: Estimates, studies, repairs and maintenance reports

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, D&P, CAO-CS

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

V – VEHICLES AND EQUIPMENT

Schedule number: V01

Schedule name: FLEET MANAGEMENT

Retention: CURRENT YEAR UNTIL TERMINATION OF LEASE

CURRENT YEAR PLUS 1 YEAR AFTER TRIP

CURRENT YEAR PLUS 2 YEARS AFTER DAILY INSPECTIONS

Description: Vehicles currently leased or owned and operated by Norfolk County

Types of Records: Vehicle history, accident reports, maintenance, registration

Excludes: L06, L02, L03, L14

Primary Department: Originating

Department(s) with Records Holdings: PW, CS

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V02

Schedule name: MOBILE EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Mobile equipment used in combination with vehicles

Types of Records: Routine inspections, maintenance history, manuals

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CS

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V03

Schedule name: TRANSPORTABLE EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Transportable equipment used by Norfolk County

Types of Records: Manuals, inspections, maintenance reports

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CS, CES

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V04

Schedule name: PROTECTIVE EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Protective equipment used by Norfolk County

Types of Records: Manuals, inspections, maintenance reports

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CS, CES, Norview

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V05

Schedule name: BUILDING EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Equipment used within Norfolk Buildings

Types of Records: Manuals, inspections, maintenance reports, manuals

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CES, CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V06

Schedule name: ANCILLARY EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Fixed equipment, which is non-vehicle and non-office

Types of Records: Manuals, warranty, routine inspections, licenses, maintenance

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires