



**CITY OF CAMBRIDGE
MUNICIPAL
FREEDOM OF INFORMATION
AND
PROTECTION OF PRIVACY
MANUAL**

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
RECORDS MANUAL
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**INTRODUCTION TO
THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
ACT AND THE PERSONAL HEALTH INFORMATION PROTECTION ACT
IN CAMBRIDGE**

Ontario's Municipal Freedom of Information and Protection of Privacy Act 1989 came into effect on January 1, 1991. It applies to over 2,500 municipalities, local boards, agencies and commissions throughout Ontario. The Personal Health Information Protection Act came into effect on November 1, 2004 and legislates how health care givers collect, use and disclose personal health information. Only two programs, the Friendly Visitor Program and the Seniors' Day Program, both offered by the Community Services Department, have files affected by the requirements of the Personal Health Information Protection Act.

The purposes of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) are two-fold:

1. To provide the public with a **right** of access to information under the control of over 2,500 institutions throughout Ontario, including all municipalities, in accordance with the principles that,
 - i) Information should be available to the public;
 - ii) Necessary exemptions from the right of access should be limited and specific and should be reviewed independently of the institution controlling the information;And
2. To protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

It is expected that MFIPPA will not be used to receive information that is already available through normal channels. Rather the legislation is designed to handle requests for information that, for various reasons, might not be readily available or might contain information that is exempt from release. All information that is released to the public will have all personal information deleted before the documents are released.

Personal information is defined in MFIPPA as recorded information about an identifiable individual. It includes, but is not restricted to, information related to a person's history (educational, medical, psychiatric, psychological criminal or employment), race, religion, sexual orientation or even his or her recorded opinions. Personal information also includes a person's name, address and telephone number. A person's name alone is not considered personal information unless its disclosure would reveal other personal

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information about the individual. Records related to a business, proprietorship or trade unions are not considered personal information.

PERSONAL INFORMATION ON THE CITY OF CAMBRIDGE WEB SITE

Privacy Statement

The City of Cambridge is committed to protecting the privacy of any personal information you may provide when visiting our web site. Part of that commitment is to explain what information may be collected and why, how it will be used and who may have access to it. The City of Cambridge will not use or share any personal information provided through the web site or otherwise except with the consent of the individual to whom the information relates or as otherwise authorized by the Municipal Freedom of Information and Protection of Privacy Act.

In addition your personal information will be shared with other city departments ONLY if your inquiry relates to those departments. The City of Cambridge may use third party companies for data management; however, the same rules of confidentiality and privacy apply. We do not use the personal information to create individual profiles nor do we combine the information that you provide with information from other electronic sources to create new databases. Our practices have been designed to comply with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This privacy statement applies only to interactions with the City of Cambridge web server and does not apply to any other web site. Changes may be made to this statement as internal changes require and site visitors are encouraged to return to this statement from time to time to check for changes.

Personal Information

When you visit the City of Cambridge web site, you are not required to tell us who you are. If you direct an enquiry to a City department or wish to register for a city program or service, we will ask you to provide your name and mailing address or e-mail address and other relevant information so that we can respond to your enquiry. The information you provide will be used only to respond to your request and only those staff members who "need to know" will have access to the personal information provided.

The city's server does not collect e-mail addresses without the knowledge of the user. If you are asked to supply us with an e-mail address the forms you use make it clear that you are providing this information. When you send us an e-mail address it is retained in

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a database format. The city's visitor web stats package collects such things as IP address, browser type, screen resolution etc.

Encryption technology protects personal information during transmission. A notice stating "you are in a secure site" will be posted on City sites when you are in an encrypted session. A security icon will also appear on your browser window. Secure pages are not saved in temporary caches on a computer.

Any City site where personal information is requested will contain a notice outlining our legal authority to collect it and include the following information: the purpose and authority for collecting the personal information; how it will be used; who to contact if you have any questions about these practices.

Personal information is only disposed of according to a records retention schedule. To ensure personal information is unrecoverable, a utility program is used to remove the electronic data and any paper records generated are shredded.

The City of Cambridge uses cookies to store username information for some specific applications. This is a convenience feature and the cookies expire when users close their browsers.

REQUESTING RECORDS

For access to many of the records in the custody of the City of Cambridge, an informal verbal request will probably be all that is necessary. The only time that a formal request under the Municipal Freedom of Information legislation should be used is when records are not available through normal channels. If an informal request for access to records is denied, you may formally request access through the Municipal Freedom of Information legislation. City staff in each department can assist you in completing the request form. A non-refundable \$5.00 fee must accompany each application.

GAINING ACCESS TO RECORDS

A carefully thought out request will save both time and money. Be as specific as possible in completing the application form. If you request only what you require, we can reply to your request much more quickly. Under the legislation, the City has 30 days in which to respond to your request. There are, of course, exceptions for unusual circumstances.

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The legislation also provides 10 exemptions that describe circumstances under which access to a document or part of a document can be denied. You will be informed within the 30-day period whether your request falls within one or more of the exemptions.

It should be noted that the city has a right to refuse to respond to any access request that the City has reason to believe is "frivolous or vexatious", that is, one that abuses the right of access or would interfere significantly with the normal operations of the City.

How to Make a Request under the Municipal Freedom of Information and Privacy Act

Requests for information under the Municipal Freedom of Information and Privacy Act 1989 can be made in person at any of the City's departments or in writing addressed to:

**City of Cambridge
Freedom of Information Coordinator
Clerk's Division,
Corporate Services Department
P.O. Box 669
Cambridge Ontario
N1R 5W8**

For further information call the Freedom of Information Privacy Coordinator for the City of Cambridge who can be contacted by telephone through the Clerk's Division of the Corporate Services Department at 740-4680 ext. 4583 (voice mail), 623-1340 (switch board), by fax at 623-0058 or by e-mail at sameloi@city.cambridge.ca.

APPEALS

Any person who has made a request in writing for access to a record may appeal any decision made by the City with respect to the request by contacting:

The Information and Privacy Commissioner/Ontario
2 Bloor Street East, Suite 1400,
Toronto, Ontario
M4W 1A8

Long Distance:

1-800-387-0073

TDD/TTY: (416) 325-7539 **FAX:** (416) 325-9195

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FEES

The Municipal Freedom of Information and Protection of Privacy 1989 as amended by the Omnibus Bill of 1995 (Bill 26) provides for a number of fees that can or must be charged to help offset the costs in responding to a request.

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit.

With the exception of the \$5.00 application fee that is mandatory and non-refundable, fees can be waived in whole or in part at the discretion of the City. Any deposit charged in partial payment for access to information shall be refunded if the fee is subsequently waived. If the fees are not waived or if the requester feels that the fee charged is not reasonable, he or she may appeal to the Information and Privacy Commissioner/Ontario as noted above.

Fee Charges for Requests for General Information

Application fee: \$5.00 Mandatory fee to be paid when the application is submitted.
Search time: \$7.50 per each 1/4 hour required to search and retrieve records.
Preparation: \$7.50 per each 1/4 hour required to prepare records for release.
Photocopying: \$0.20 per page.
Computer programming: \$15.00 per each 1/4 hour if needed to develop a program to retrieve information.
Floppy disks: \$10.00 for each floppy disk.

Fee Charges for Requests for Personal Information

Application fee: \$5.00 Mandatory fee to be paid when the application is submitted.
Photocopying: \$0.20 per page.
Computer programming: \$15.00 per each 1/4 hour if needed to develop a program to retrieve information.
Floppy disks: \$10.00 for each floppy disk.

**Fees Charged for an Appeal to the Information and Privacy
Commissioner/Ontario**

a) \$25, if the person appealing has made a request for access to a record under the custody and control of the City of Cambridge and has been refused;

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(b) \$10, if the person appealing has made a request for access to personal information under the custody and control of the City of Cambridge;

And

(c) \$10, if the person appealing has made a request for correction of personal information under the custody and control of the City of Cambridge

No fee is payable for appealing a decision of a head to the Commissioner if the person is a third party to a request and does not agree with the decision to release or withhold information.

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**WAIVER OF NOTICE OF COLLECTION OF PERSONAL INFORMATION
PERSONAL INFORMATION OF THIRD PARTIES COLLECTED INDIRECTLY
DURING A WORKPLACE HARRASSMENT INVESTIGATION**

Where the City of Cambridge investigates a complaint of workplace harassment and collects indirectly the names, views, opinions and other related personal information about third parties, notice of collection will not be given to the third parties because providing notice would frustrate the purpose of this collection and the ability of the City to investigate the matter. This waiver of notice is made under Ontario Regulation 823 of the Municipal Freedom of Information and Protection of Privacy Act.

Concerns about this practice may be directed to the:

Information and Privacy Commissioner/Ontario
2 Bloor Street East, Suite 1400,
Toronto, Ontario
M4W 1A8
Long Distance:
1-800-387-0073
TDD/TTY: (416) 325-7539
FAX: (416) 325-9195

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**CITY OF CAMBRIDGE AND THE PERSONAL HEALTH INFORMATION
PROTECTION ACT (PHIPA), 2004**

In accordance with Section 16(1) of the Personal Health Information Protection Act, 2004, the City of Cambridge notes that:

- a) The collection, use and disclosure of personal information is governed by the Municipal Freedom of Information and Protection of Personal Information Act (MFIPPA) or where applicable by the Personal Health Information Protection Act, 2004. The programs operated by the City of Cambridge that are covered by the Personal Health Information Protection Act, 2004 are:
 - i) Golden Opportunities Seniors Day Program
 - ii) Friendly Visiting Program of Cambridge
- b) inquiries related to the handling of personal information or requests for access to your own personal health information should be directed to the Manager of Information and Archives who can be reached through the Clerk's Division of the Legislative Services Department at 740-4680 ext. 4583 (voice mail), 623-1340 (switch board), by fax at 623- 0058 or by e-mail at sameloi@city.cambridge.on.ca.
- c) If you have any concerns of how your personal health information is collected, used or disclosed or if you have a complaint about the collection, use or disclosure of your personal health information by the City of Cambridge you can contact:

Information and Privacy Commissioner/Ontario

2 Bloor Street East, Suite 1400,

Toronto, Ontario

M4W 1A8

Long Distance:

1-800-387-0073

TDD/TTY: (416) 325-7539

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THE ORGANIZATION OF THE CITY OF CAMBRIDGE

The Corporation of the City of Cambridge is a municipal corporation which is governed by an elected City Council and whose purpose is to plan and make decisions concerning the growth, development and general wellbeing of the City of Cambridge.

Cambridge City Council consists of 7 members including the Mayor and 6 Ward Councilors.

The administration of the City of Cambridge is carried out through the Office of the Mayor, the Office of the Chief Administrative Officer and seven departments that operate under the direction of a Chief Administrative Officer. The city administration structure consists of:

1. Office of the Mayor

2. Office of the Chief Administrative Officer (CAO)

Administration

Economic Development Division (formerly Business Development Department)

Communications Division

Legal Services Division

3. Community Services Department (CSD)

Community Recreation Services and Partnership Development

Arenas and Halls

Parks and Outside Services

Facilities Management and Development

Customer and Administrative Services

4. Public Works and Engineering (formerly Transportation and Public Works)

Operations

Sewer and Water

Fleet and Building

Construction

Compliance and Operations Support

Roads

Administration Services

Engineering

Construction Engineering

Engineering Field Services

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Traffic Engineering
Parking

5. Fire Department

Administration
Fire Prevention
Training
Public Education
Mechanical
Communications

6. Planning Services Department (formerly Planning Department)

Administration
Building and Enforcement Services
Planning Operations
Policy Planning

7. Corporate Services (formerly Treasury Department)

Administrative Services Division
Financial Services Division
Human Resources Division
Technology Services Division
Realty and Corporate Property Services
Clerk's Division

Council is also served by a number of Statutory Boards and Advisory Committees. Records of these Boards and Committees are maintained by the departments through whom they report to Council. These Boards and Committees and their corresponding department contacts consists of:

BOARD/COMMITTEE	DEPARTMENT
Archives Board	Clerk's Division
Arthur White Sports Bursary Fund	Community Services
Cambridge Accessibility Advisory Committee	Community Services
Cambridge Arts & Culture Advisory Committee	Community Services

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BOARD/COMMITTEE	DEPARTMENT
Cambridge Arts Theatre	Community Services
Cambridge Environmental Advisory Committee	Planning Services
Cambridge Farmers' Market Advisory Committee	Clerk's Division
Cambridge Highland Games	Community Services
Cambridge Municipal Heritage Advisory Committee	Planning Services
Cambridge Library Board	No city staff representation
Committee of Adjustment	Planning Services
Core Areas Revitalization Advisory Committee	Planning Services
Council Remuneration Committee	Clerk's Division
Court of Revision	Clerk's Division
Cultural Awards Committee	Community Services
Dog Designation Appeal Committee	Clerk's Division
Downtown Cambridge BIA Board of Management	Planning Services
Economic Development Advisory Committee	CAO
Fence Viewers Committee	Engineering & Public Works
Grants Review Committee	Community Services
Hespeler Village BIA	Planning Services
Human Services Advisory Committee	Clerk's Division
Preston Town Centre BIA	Planning Services
Property Standards Committee	Planning Services
Heritage Master Plan Implementation Committee	Planning Services

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BOARD/COMMITTEE	DEPARTMENT
Boulevard Appeal Committee	Planning Services
Seniors Central Advisory Committee	Community Services
Striking Committee	Clerk's Division
Trails Advisory Committee	Community Services
Voters to Vote Advisory Committee	Clerk's Division
Youth Advisory Committee	Community Services

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**THE RECORDS MANAGEMENT SYSTEM OF THE
CORPORATION OF THE CITY OF CAMBRIDGE**

The City of Cambridge uses The Ontario Municipal Records Management System (TOMRMS) for the classification and control of its records. The system was developed by Arenburg Consultants in conjunction with the Association of Municipal Clerks and Treasurers of Ontario and is updated annually. The system was developed with municipal records in mind and requires that all records be organized solely on the basis of their subject matter. While all the City's files will fall within this Records Management system, the conversion of existing files for all departments is not yet complete. The files of the following departments have been converted to TOMRMS:

Office of the Chief Administrative Officer (CAO)

Office of the Mayor

Transportation and Public Works Department (with the exception of Public Works)

Planning Services Department

Corporate Services Department (with the exception of Inventory)

Community Services Department

Fire Department

The files of Public Works Division of Transportation and Public Works and the Inventory Division of Corporate Services have not yet been converted and operate under different filing systems for the present.

While a central classification system is in place, each department maintains responsibility for the classification and management and storage of their own files both on-site and off-site.

The general records classification system with retention periods used by the departments of the City of Cambridge is as follows:

A - Administration

A00 Administration – General

Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: 1 Off-Site: - Total: 1

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A01 Associations and Organizations

Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belongs or with which they communicate in the course of their duties

Retention Period: On-site: 1 Off-Site: - Total: 1

A02 Staff Committees and Meetings

Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes etc. May also include copies of staff activity reports.

Excludes: Council Minutes and Agenda See C03 and C04
 Standing Committees See C05 and C06

Retention Period: On-site: 1 Off-Site: 3 Total: 4**

A03 Computer Systems and Architecture Information

Includes records regarding all types of information systems in use. Includes computer hardware, computer software, data transmission, system design and implementation, quality control, office automation and electronic correspondence management.

Retention Period: On-site: S Off-Site: 6 Total: S+6

A04 Conferences and Seminars

Includes invitations, approvals, agenda, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.

Retention Period: On-site: 1 Off-Site: - Total: 1**

A05 Consultants

Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors.

Excludes: Reports File by Subject
 Quotations and Tenders See F18

Retention Period: On-site: 2 Off-Site: - Total: 2**

A06 Inventory Control

Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.

Excludes: Assets See F06

Retention Period: On-site: 1 Off-Site: 5 Total: 6

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A07 Office Equipment and Furniture

Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes copiers, microfiche readers etc.

Excludes: Computer Hardware and Software See A03
Service Agreements See L14

Retention Period: On-site: **E** Off-Site: - Total: **E** (**E**= Disposal of Item)

A08 Office Services

Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing and word processing.

Retention Period: On-site: **1** Off-Site: - Total: **1**

A09 Policies and Procedures

Includes policies and procedures manuals, guidelines and directives.

Retention Period: On-site: **S** Off-Site: **P** Total: **P****

Superseded material only may be destroyed when no longer needed.

A10 Records Management

Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings feasibility studies and records centre operations.

Retention Period: On-site: **S** Off-Site: - Total: **S**

A11 Records Disposition

Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.

Retention Period: On-site: **P** Off-Site: **P** Total: **P**

A12 Telecommunications Systems

Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems.

Retention Period: On-site: **S** Off-Site: - Total: **S**

A13 Travel and Accommodation

Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.

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Retention Period: On-site: 1 Off-Site: - Total: 1

A14 Uniforms and Clothing

Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters' clothing and safety clothing used by utilities operators.

Retention Period: On-site: **S** Off-Site: - Total: **S****

A15 Vendors and Suppliers

Includes records regarding vendors and suppliers of goods and services as well as information about those goods and services, such as catalogues, price lists, correspondence and bidders information sheets.

Retention Period: On-site: 2 Off-Site: - Total: 2

A16 Intergovernmental Affairs

Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.

Retention Period: On-site: 1 Off-Site: 4 Total: **5****

A17 Accessibility of Records (FOI)

Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act, and records regarding the handling of requests under the Act.

Retention Period: On-site: 1 Off-Site: - Total: 1

A18 Security

Includes reports, requests, logs, and other records regarding the security of the office/facilities and properties such as security passes and control of keys.

Retention Period: On-site: 2 Off-Site: 3 Total: 5

A19 Facilities Construction and Renovations

Includes records for the planning and construction of municipal facilities such as fire stations, pools and office buildings. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings.

Retention Period: On-site: **E** Off-Site: 1 Total: **E+1****

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A20 Building and Property Maintenance

Includes reports regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layout and office cleaning.

Retention Period: On-site: **2** Off-Site: **3** Total: **5**

A21 Facility Bookings

Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.

Retention Period: On-site: **1** Off-Site: **-** Total: **1**

A22 Accessibility of Buildings

Includes records relating to the accessibility of Municipal buildings to disable persons.

Retention Period: On-site: **2** Off-Site: **3** Total: **5**

A23 Information Systems Production Activity & Control

Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes, and mainframe access forms

Retention Period: On-site: **1** Off-Site: **1** - Total: **2**

A24 Access Control and Passwords

Records related to the management of and access to programs. Includes individual access, password management, etc.

Retention Period: On-site: **1** Off-Site: **1** - Total: **2**

C – COUNCIL, COMMITTEES AND BY-LAWS

C00 Council, Boards and By-laws – General

Includes records regarding Council, Board and by-laws which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: **-** Total: **1**

C01 By-Laws

Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws.

Retention Period: On-site: **1** Off-Site: **-** Total: **P****

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C02 By-Laws – Other Communities

Includes final versions of by-laws of other municipalities which are of interest.

Retention Period: On-site: **S** Off-Site: - Total: **S**

C03 Council Agenda

Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.

Retention Period: On-site: **1** Off-Site: - Total: **S+5**

C04 Council Minutes

Includes minutes of the proceedings of Council meetings. Includes all attachments to the minutes. May also include working papers

Excludes: Council Committees See C05 and C06
 Reports to Council See C11

Retention Period: On-site: **1** Off-Site: - Total: **P****

C05 Council Committee Agenda

Includes minutes of the committees of Council well as working notes used in agenda preparation and reports submitted to council.

Retention Period: On-site: **1** Off-Site: - Total: **S****

C06 Council Committee Minutes

Includes minutes of the committees of Council. Includes minutes of the advisory committees.

Retention Period: On-site: **1** Off-Site:- Total: **P****

C07 Elections

Includes returned notices, lists of officials, voters' lists, nominations, election results and information on ward boundaries

Retention Period: On-site: **E+4** Off-Site: - Total: **E+4**

C08 Goals and Objectives

Includes records concerning strategic planning, goals and objectives and mission statements

Retention Period: On-site: **S** Off-Site: - Total: **S****

C09 Motions and Resolutions

Includes final signed versions of resolutions and motions of Council.

Retention Period: On-site: **1** Off-Site: - Total: **P****

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C10 Motions and Resolutions – Other Municipalities

Includes final and draft versions of motions and resolutions of other municipalities which are of interest.

Retention Period: On-site: **S** Off-Site: - Total: **S**

C11 Reports to Council

Includes all reports to Council including background information.

Retention Period: On-site: **1** Off-Site: **P** Total: **P****

C12 Appointments to Boards, Committees and Commissions.

Includes records regarding appointments by Council of staff and council members. Also includes committee terms of reference.

Retention Period: On-site: **1** Off-Site: **P** Total: **P****

C13 Items for Information

Retention Period: On-site: **1** Off-Site: - Total: **P****

D – DEVELOPMENT AND PLANNING

D00 Development and Planning – General

Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: - Total: **1**

D01 Demographic Studies

Includes records regarding trends in population growth, census reports and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of workforce, etc.

Retention Period: On-site: **5** Off-Site: **5** Total: **10****

D02 Economic Development

Includes records regarding the growth of the economy. Includes studies, statistics, projections etc.

Excludes: Demographic Studies See D01

 Residential Development See D04

 Tourism Development See D06

Retention Period: On-site: **5** Off-Site: **5** Total: **10****

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D03 Environment Planning

Includes records regarding general types of environmental studies with a long range planning emphasis such as storm drainage and flood control planning, parks and open space planning and waste management planning.

Retention Period: On-site: **E+2** Off-Site: - Total: **E+2****

D04 Residential Development

Includes records regarding the availability of housing. Including general assessments of the need for affordable housing, occupancy rates, housing cost statistics etc.

Retention Period: On-site: **5** Off-Site: **5** Total: **10****

D05 Natural Resources

Includes records regarding the management and preservation of forests, records regarding the characteristics of various mineral deposits and other natural resources information.

Retention Period: On-site: **2** Off-Site: - Total: **2****

D06 Tourism Development

Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event

Retention Period: On-site: **5** Off-Site: **5** Total: **10****

D07 Condominium Plans

Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, correspondence, written comments, working notes and background information and applications. Includes industrial condominiums.

Retention Period: On-site: **5** Off-Site: **P** Total: **P**

D08 Official Plans

Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development and redevelopment of specific planning districts.

Excludes: Official Plan Amendment Applications See D09
 Reports pertaining to amendments and changes to the Official Plan See D24

Retention Period: On-site: **S** Off-Site: **P** Total: **P****

Copy retention: S+1 on site and S+5 off-site

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Excludes: Zoning By-Laws See C01
 Variances See D13

Retention Period: On-site: **E+2** Off-Site: **5** Total: **E+7** (E=Final decision)

D15 Easements

Includes all records on Rights of Way and Easements concerning municipal ownership of private land in order to maintain public service such as water and sewer lines that cross private property.

Excludes: Original Agreement See L04

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**** (E=Termination of right)

D16 Encroachments

Includes all records regarding private encroaching on municipal lands. Also includes surveys and other related documents.

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**** (E=Termination of right)

D17 Annexation/Amalgamation

Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on county restructuring.

Retention Period: On-site: **1** Off-Site: **P** Total: **P****

D18 Community Improvement

Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvements Programs, Community Area Improvement Programs, BIA, PRIDE, etc. May also include records on housing rehabilitation programs i.e. RRAP, CMHC

Excludes: Economic Development See D02

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**** (E=Project completion)

D19 Municipal Addressing

Includes records regarding requests for an assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.

Retention Period: On-site: **S** Off-Site: **10** Total: **S+10****

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D20 Reference Plans

Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from the Registry Office. May also include correspondence.

Retention Period: On-site: **S** Off-Site: **P** Total: **P****

D21 Industrial/Commercial Development

Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections etc. Includes records related to development charges.

Retention Period: On-site: **5** Off-Site: **5** Total: **10****

D22 Digital Mapping

Includes all records to produce maps and updates in a digital format. Excludes the actual data residing on these systems.

Retention Period: On-site: **S** Off-site: **S** Total: **S**

D23 Agricultural Development

Includes records regarding development of agricultural growth.

Retention Period: On-site: **5** Off-site:**5** Total: **10**

D24 Background Reports for Official Plans

Includes reports pertaining to amendments and changes to the Official Plan

Retention Period: On-Site: **E+1** Off-site: **4** Total: **E+5 (E=Final Decision)**

E – ENVIRONMENTAL SERVICES

E00 Environmental Services - General

Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: **-** Total: **1**

E01 Sanitary Sewers

Includes records regarding the design, construction and maintenance of sanitary sewers.

Excludes: Waste Management See E07
 Storm Sewers See E02
 Treatment Plants See E03

Retention Period: On-site: **E+1** Off-Site: **-** Total: **E+1 (E= Submission of report)**

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E02 Storm Sewers

Includes records concerning the design, construction and maintenance of storm sewers

Retention Period: On-site: **2** Off-Site: **3** Total: **5****

E03 Treatment Plants

Includes records concerning the operation of treatment and pumping stations and lagoons. Includes SCADA system.

Excludes: Water Pumping Stations See E08

Retention Period: On-site: **2** Off-Site: **-** Total: **2** (Specs. Kept permanently)

E04 Trees

Includes records of tree removal, planting, trimming, pruning and preservation

Retention Period: On-site: **2** Off-Site: **3** Total: **5**

E05 Air Quality Monitoring

Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity.

Excludes: By-Law Enforcement See P01

 Complaints and Inquiries See M04

Retention Period: On-site: **E+2** Off-Site: Total: **E+2****

E06 Utilities

Includes records regarding utility services provided to residents. Includes telephone lines, gas mains, power lines and water meters.

Excludes: Site Plans See D11

Retention Period: On-site: **2** Off-Site: **3** Total: **5****

E07 Waste Management

Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting.

Excludes: Sanitary Sewers See E01

 Environmental Planning See D03

Retention Period: On-site: **2** Off-Site: **8** Total: **10****

E08 Water Works

Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment.

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Retention Period: On-site: **5** Off-Site: **10** Total: **15** (Specs. Kept permanently)

E09 Drains

Includes records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tender, by-laws and grants.

Retention Period: On-site: **E+1** Off-Site: - Total: **E+1**** (E= Submission of Report)

E10 Pits and Quarries

Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Specifications are kept for the life of the pit or quarry.

Retention Period: On-site: **2** Off-site: **3** Total: **5**

E11 Nutrient Management

Includes records regarding the management of livestock and/or crop planning and regulations pertaining to the operations. Control of storing/spreading/using liquid manure on land, near waterways, runoff etc.

Retention Period: On-site: **2** Off-site: **3** Total: **5**

E12 Private Sewage Disposal Systems

Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.

Retention Period: On-site: **2** Off-site:**3** Total: **5**

E13 Water and Soil Monitoring

Includes records regarding the routine monitoring of water quality, water quantity, annual reports and chemical samples collected quarterly (trihalomethanes, nitrate and nitrates), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion top soil and storm water.

Retention Period: On-site: **5** Off-Site: **10** Total: **15**

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E14 Water Sampling

Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health unit.

Retention Period: On-site: **5** Off-Site: **10** Total: **15**

E15 Chemical Sampling of Water

Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually and engineer evaluation reports.

Retention Period: On-site: **5** Off-Site: **10** Total: **15**

E16 Backflow Prevention and Cross Connection Control

Includes records and reports related to installation and maintenance of backflow prevention and cross connection control devices.

Retention Period: On-site: **2** Off-Site: **13** Total: **15**

E17 Energy Management

Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions.

Retention Period: On-site: **E+7** Off-site: - Total: **E+7**** (E= End of Reporting Period to which it relates)

E18 Natural Heritage

Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches

Retention Period: On-site: **E+3** Off-site: - Total: **E+3**** (E= End of Designated year)

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E19 Renewable Energy

Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy, tidal forces and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.

Retention Period: On-site: **E+3** Off-site: - Total: **E+3**** (E= End of Designated year)

F – FINANCE AND ACCOUNTING

F00 Finance and Accounting – General

Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: - Total: **1**

F01 Accounts Payable

Includes records documenting funds payable by the municipality, such paid invoices, rebates, levies, payable reports, membership fees and telephone bills.

Retention Period: On-site: **1** Off-Site: **6** Total: **E+7**

F02 Accounts Receivable

Includes records documenting funds owing to the municipality, such as invoices, billing listings and recoveries reports. Includes tax, water and rent receivables.

Excludes: Write-Offs See F23

Retention Period: On-site: **1** Off-Site: **6** Total: **7**

F03 Audits

Includes records regarding internal and external financial audits of accounts.

Excludes: Operation audits See relevant subject
Audited Financial Statements See F10

Retention Period: On-site: **1** Off-Site: **5** Total: **6**

F04 Banking

Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations and deposit records

Retention Period: On-site: **1** Off-Site: **5** Total: **6**

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F05 Budgets and Estimates

Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.

Retention Period: On-site: 1 Off-Site: 5 Total: 6**

F06 Assets

Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciations, amortization and disposal.

Excludes: Land Acquisition and Sale See L07

Retention Period: On-site: E+1 Off-Site: 5 Total: E+6** (E=Disposal of asset)

F07 Cheques

Includes all cancelled cheques issued. Also includes cheques requisitions, cheque listings and supporting documents used to authorize issuance of cheques.

Excludes: Banking See F04

Retention Period: On-site: 1 Off-Site: 5 Total: 6

F08 Debentures and Bonds

Includes records regarding debentures and bonds issued. Includes information regarding issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.

Excludes: Debenture Registers See F14

Retention Period: On-site: E+1 Off-Site: 5 Total: E+6 (E=Debenture surrender)

F09 Employee and Council Expenses

Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate expense claims.

Retention Period: On-site: E+ 1 Off-Site: 6 Total: E+7

F10 Financial Statements

Includes the Balance Sheet, Income Statement and Statement of Source and Application Funds

Excludes: All working notes, calculations and background documentation
See F26

Retention Period: On-site: 2 Off-Site: P Total: P**

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F11 Grants and Loans and Subsidies

Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies. Also includes submissions, acknowledgements and reports. Examples are road and transit subsidies.

Retention Period: On-site: **E+1** Off-Site: **6** Total: **E+7**

F12 Investments

Includes records regarding the municipality's investments, term deposits and promissory notes.

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6** (E=Closure of account)

F13 Journal Vouchers

Includes completed journal voucher forms, input forms and all background documentation used to substantiate journal entries.

Retention Period: On-site: **E+1** Off-Site: **6** Total: **E+7**

F14 Subsidiary Ledgers, Registers and Journals

Includes all Subsidiary ledgers, registers and journals such as Payment and Receipt Journals, Payroll Registers and Debenture Registers, etc. (Cheque registers).

Excludes: Documents and vouchers use to support entries, see relevant subject in this primary.

Retention Period: On-site: **E+1** Off-Site: **6** Total: **E+7**

F15 General Ledgers and Journals

Includes all records in the Books of Original Entry

Retention Period: On-site: **2** Off-Site: **P** Total: **P**

F16 Payroll

Includes all records of payments of salary, wages and deductions to employees. Includes pay lists, Liberty Mutual (Liberty Health) reconciliations, T4 slips. OMERS yearly reports and Statistics Canada reports. Also includes honoraria and fee to Council.

Excludes: Payroll Registers See F14

Time Sheets See H01

Retention Period: On-site: **1** Off-Site: **5** Total: **6**

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F17 Purchase Orders and Requisitions

Includes purchase orders and requisitions, blanket orders and all background documentation authorizing the procurement of goods and services.

Excludes: Quotations and Tenders See F18

Retention Period: On-site: **E+1** Off-Site: **6** Total: **E+7**

F18 Quotations and Tenders

Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes requests for proposals, invitations to tender, proposals, tender submissions, prequalification's and all documentation regarding the selection process.

Excludes: Successful quotes and tenders See L04

Benefits Packages See H02

Retention Period: On-site: **1** Off-Site: **5** Total: **6****

F19 Receipts

Includes receipts issued for payment of items such as parking tickets, licences, rentals and taxes.

Retention Period: On-site: **1** Off-Site: **5** Total: **6****

F20 Reserve Funds

Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, reserves for contingencies, reserves for future capital projects, reserves for information systems etc.

Retention Period: On-site: **1** Off-Site: **5** Total: **6**

F21 Revenues

Includes records regarding the generation of revenues other than assessment taxes and water receivable, such as fee form applications or severance, parking tickets, lot levies, development charges, police escort fees and auction sales

Excludes; Accounts Receivable See F02

Retention Period: On-site: **1** Off-Site: **5** Total: **6**

F22 Tax Rolls and Records

Includes taxation records of long term importance such as assessment rolls, tax sale records, tax sale deeds, tax arrears register cards and tax collector's rolls.

Excludes: Accounts Receivable See F02

Retention Period: On-site: **2** Off-Site: **P** Total: **P**

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F23 Write-Offs

Includes accounts receivable that have been written off as uncollectable. Also includes records of bankruptcy.

Excludes: Accounts Receivable See F02

Retention Period: On-site: 1 Off-Site: 5 Total: 6

F24 Trust Funds

Includes records regarding funds established by the municipality for money held in trust such as bequests, Homes for Aged Residents and Ontario Home Renewal Programme

Retention Period: On-site: E+1 Off-Site: 5 Total: E+6 (E=Closure of account)

F25 Security Deposits

Includes development deposits, letters of credit, proof of insurance when required and records on monies held as security (i.e. Bonds).

Retention Period: On-site: E Off-Site: 6 Total: E+6 (E=Closure of account)

F26 Working Papers

Includes records such as Monthly Trial Balances etc.

Retention Period: On-site: E+1 Off-Site: - Total: E+1 (E= Completion of audit)

F27 Year End Financial Reporting

Retention Period: On-site: E+1 Off-Site: - Total: E+1**

F28 Tax Certificates

Retention Period: On-site: 1 Off-Site: 5 Total: 6

F29 Taxation Records

Includes all taxation records of shorter term importance related to the collection of taxes. Excludes: Tax Rolls and Records See F22

Retention Period: On-site: 1 Off-Site: 6 Total: 7

H – HUMAN RESOURCES

H00 Human Resources – General

Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: 1 Off-Site: - Total: 1

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H01 Attendance and Scheduling

Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work etc.

Excludes: Payroll See F16
Retention Period: On-site: **2** Off-Site: - Total: **2****

H02 Benefits

Includes brochures, rates, quotes, correspondence, and explanatory documents regarding benefits offered to employees, such as group, dental plans, Canada Savings Bonds and general information on OMERS and Liberty Mutual (Liberty Health).

Excludes: Payroll See F16
Pension Records See H10
Retention Period: On-site: **S** Off-Site: - Total: **S**

H03 Employee Records

Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time, student employees, classification appeals.

Excludes: Grievances See H13
Retention Period: On-site: **E+3** Off-Site: - Total: **E+3**** (E= Termination of employment)

H04 Health and Safety

Includes records regarding the occupational health and safety of staff. Includes accident reports, Workers' Compensation reports, Workplace Safety and Insurance Board (WSIB) correspondence and information on health and safety programmes for staff.

Excludes: Health and Safety Education See S08
Accidents of the Public See P05
Retention Period: On-site: **1** Off-Site: **1** Total: **2**

H05 Human Resources Planning

Includes records of succession planning, executive placement, retirement programmes, staff turnover rates, annual hire/promotion targets, recruitment freezes, employee equity, performance management and related records

Excludes: Employee Records See H03
Retention Period: On-site: **1** Off-Site: - Total: **1****

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H06 Job Description

Includes job descriptions and specifications as well as background information used in their preparation or amendment.

Retention Period: On-site: **S** Off-Site: - Total: **S****

H07 Labour Relations

Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.

Excludes: Grievances See H13
 Collective Agreement See L04

Retention Period: On-site: **E** Off-Site: **10** Total: **E+10**** (E=Expiry of contract)

H08 Organization

Includes records regarding reporting relationships, reorganization, organizational analysis etc. Includes organization charts and flow charts.

Excludes: Job Descriptions See H06

Retention Period: On-site: **S** Off-Site: - Total: **S****

H09 Salary Planning

Includes records regarding the planning and scheduling of salaries, such as job evaluation, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity.

Excludes: Employee Records See H03

Retention Period: On-site: **5** Off-Site: - Total: **5**

H10 Pension Records

Includes records detailing pension obligations due to individuals under OMERS.

Excludes: Payroll deductions See F16
 General Information on Pensions See H02
 Payments made to OMERS See F01

Retention Period: On-site: **E+6** Off-Site: - Total: **E+6** (T=Death of employee/beneficiary)

H11 Recruitment

Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.

Retention Period: On-site: **1** Off-Site: - Total: **1****

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H12 Training and Development

Includes records regarding courses offered to employees and information on career and professional programmes. Also includes orientation materials.

Excludes: Employee Records See H03

Retention Period: On-site: **E+2** Off-Site: - Total: **E+2****

H13 Grievances/Arbitration

Includes all records connected to grievances and arbitration.

Excludes: Employee Records See H03

Retention Period: On-site: **2** Off-Site: **P** Total: **P**

H14 Employment Equity Plan Records

Includes records related to the development and implementation of the municipality's employment equity plan.

Retention Period: On-site: **E** Off-Site: **3** Total: **E+3**

H15 Employment Equity Records

Includes all records related to the functioning of the employment equity plan such as questionnaires, records related to group membership, occupational group classification, survey etc.

Excludes: Employee Records See H03

Employee Equity Plan Records See H14

Retention Period: On-site: **S** Off-Site: - Total: **S**

H16 Claims

Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD.

Records related to exposure to airborne arsenic, ethylene oxide or asbestos must be kept the longer of:

(a) 40 years from the time such records were first made with respect to the worker; or

(b) 20 years from the time the last of such records were made with respect to the worker.

Excludes - Non lost-time incidents or accidents – See H04

- Self- insured STD – See H01

Retention Period: On-site: **E+1** Off-Site: **1** Total: **E+2**

H17 Harassment and Violence

Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.

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Retention Period: On-site: 1 Off-Site: 2 Total: 3

H18 Criminal Background Checks

Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.

Retention Period: On-site: **E+7** Off-Site: Total: **E+7** (E=Date of conviction or date of release or parole)

H19 Employee Medical Records – Hazardous Substances

Includes records of exposure to asbestos and other hazardous materials.

Retention Period: On-site: **E+40** Off-Site: Total: **E+40** (Date first record created in personal exposure record but E+20 where E=date last record is added to personal exposure record if that is more than 40 years)

H20 Employee Medical Records

Includes doctor's notes, correspondence, and health reports related to an employee's medical situation

Retention Period: On-site: **E+20** Off-Site: Total: **E+20** (E=Date STD/LTD claims are resolved)

H21 Disability Management

Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.

Retention Period: On-site: **E+5** Off-Site: Total: **E+5** (E=Date issued or earlier as may be specified by Commission)

H22 Confined Spaces

Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.

Retention Period: On-site: **E+1** Off-Site: - Total: **E+1** (E= Document created or the period necessary to ensure the two most recent records are retained)

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J – JUSTICE

J00 Justice - General

Includes Court & POA Records which cannot be classified elsewhere.

Retention Period: On-Site:2 Off-site: 2 Total: 4

J01 Certificates of Offence

From date of completion.

Retention Period: On-Site: 3 Off-site: 5 Total: 8

J02 Control Lists

Includes reports from enforcement agencies

Retention Period: On-Site: 3 Off-site: 5 Total: 8

J03 Informations (Part III)

From date of completion.

Retention Period: On-Site: 2 Off-site: 2 Total: 4

J04 Dockets

Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets).

Retention Period: On-Site: 2 Off-site: 6 Total: 8

J05 Transcripts and Records of Court Proceedings

Includes records of court proceedings and records relating to exhibit dispositions.

Retention Period: On-Site:2 Off-site:6 Total: 8

J06 Enforcements and Suspensions

Includes reports regarding the suspension of licences and fine collection efforts.

Retention Period: On-Site: 2 Off-site: 6 Total: 8

J07 Appeals and Transfers

Includes records of transfers to and from other Courts.

Retention Period: On-Site: 3 Off-site: 4 Total: 7

J08 Statistics

Includes reports and other statistical data, including all RICO reports (including ISCUS/Courtroom Utilization Reports).

Retention Period: On-Site: 2 Off-site: 6 Total: 8

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J09 Disclosure

Includes Cash Books, Records of Daily Closes and other non-ICON accounting records of the POA Administration Office.

Retention Period: On-Site: **2** Off-site: **6** Total: **8**

L – LEGAL AFFAIRS

L00 Legal Affairs - General

Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: **-** Total: **1**

L01 Appeals and Hearings

Includes all transcripts and related documentation regarding appeals, hearing and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes FOI appeals.

Excludes: Litigation See L02 and L03

Retention Period: On-site: **E** Off-Site: **P** Total: **P **** (E=Resolution of appeal)

L02 Claims against the Municipality

Includes all liability claims made by other parties against the municipality.

Excludes: Appeals and Hearings See L01.

Retention Period: On-site: **E** Off-Site: **1** Total: **E+1** (E=Resolution of claim)

Exception made for L02-01 retention On-site: **1** Off-Site: **25** Total: **26**

L03 Claims by the Municipality

Includes all liability claims made against other parties by the municipality.

Excludes: Appeals and Hearings See L01.

Retention Period: On-site: **E** Off-Site: **1** Total: **E+1** (E=Resolution of claim)

L04 Contracts and Agreements – Under Seal

Includes all agreements entered into by the municipality. Includes construction contracts, collective agreements and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways.

Excludes: Office Equipment Maintenance Agreements See L14
Contracts Regarding Land See L07

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L11 Provincial Legislation

Includes records regarding bills, acts, regulations and guidelines enacted by the Ontario Legislature which effect or are of interest to the municipality.

Retention Period: On-site: **S** Off-Site: - Total: **S**

L12 Vital Statistics

Includes registers of births, deaths and marriages

Excludes: Population Statistics See D01

Retention Period: On-site: **2** Off-Site: **P** Total: **P**

L13 Prosecutions

Includes records regarding prosecutions to enforce by-laws and provincial legislation.

Excludes: By-Law Enforcement See P01

 Appeals and Hearings See L01

 Warrants See P12

Retention Period: On-site: **E** Off-Site: **7** Total: **E+7** (**E**=Delivery of judgment)

L14 Contracts and Agreements – Simple

Includes contracts and agreements not under corporate seal, such as equipment rental and service contracts and vehicle lease and purchase agreements.

Retention Period: On-site: **E+1** Off-Site: **1** Total: **E+2**** (**E**=Expiry of contract)

L15 Leases

Includes records related to leases and rental of municipal property by other parties. All leases for buildings for municipal use.

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**** (**E**=Expiry of Lease)

M – MEDIA AND PUBLIC RELATIONS

M00 Media and Public Relations – General

Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: - Total: **1**

M01 Advertising

Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.

Excludes: News Releases See M06

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Recruitment See H11
Elections See C07.

Retention Period: On-site: 1 Off-Site: - Total: 1**

M02 Ceremonies and Events

Includes records regarding participation in special events, openings and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.

Retention Period: On-site: 1 Off-Site: 4 Total: 5**

M03 Charitable Campaigns/Fundraising

Includes records regarding the raising of funds and donations for the municipality, for municipal run programmes or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups etc.

Excludes: Receipts See F19

Retention Period: On-site: 1 Off-Site: - Total: 1

M04 Complaints, Commendations and Inquiries

Includes records regarding complaints, commendations and requests for information and very general types of inquiries. Also includes concerns about services offered by the municipality, inquiries about Council proceedings and congratulatory letters.

Excludes: Accessibility of Records (FOI) See A17

Retention Period: On-site: 1 Off-Site: - Total: 1**

M05 News Clippings

Includes clippings from newspapers, information from journals and other printed media.

Excludes: Clippings used as reference material See relevant subject.

Retention Period: On-site: 1 Off-Site: - Total: 1**

M06 News Releases

Includes background material notes and final versions of news releases issued.

Includes messages for inclusion in special event programmes.

Retention Period: On-site: 1 Off-Site: - Total: 1**

M07 Publications

Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories and maps. May include annual reports of a non-financial nature, (internally generated).

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Retention Period: On-site: **S** Off-Site: - Total: **S****

M08 Speeches and Presentations

Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.

Excludes: Media coverage of speeches/presentations See M05
 New Releases See M06.

Retention Period: On-site: **1** Off-Site: **2** Total: **3****

M09 Visual Identity and Insignia

Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Programme. Includes logo and letterhead design, signage, vehicle identification etc. Also includes records regarding corporation insignia and seals of office.

Retention Period: On-site: **S** Off-Site: **5** Total: **S+5****

M10 Website and Social Media Content

Includes snapshots of website content and copies of web pages created by school boards for general public use. Includes board/authority and school sites. Also includes information on social media sites such as Facebook & Twitter

Retention Period: On-site: **S** Off-Site: Total: **S**

P - PROTECTION AND ENFORCEMENT

P00 Protection and Enforcement Services - General

Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: - Total: **1**

P01 By-Law Enforcement

Includes records of municipal efforts to enforce by-laws, such as parking infractions, pest control, fence viewing etc.

Excludes: Inspections See P07 and P08
 Environmental Monitoring See E05
 Prosecutions See L13

Retention Period: On-site: **2** Off-Site: **4** Total: **6****

P02 (Daily) Occurrence Logs

Includes logs maintained of daily occurrences such as police dispatches or fire assistance calls.

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Retention Period: On-site: 1 Off-Site: 4 Total: 5**

P03 Emergency Planning

Includes records regarding the planning and rehearsal of emergency measures.

Retention Period: On-site: S Off-Site: - Total: S**

P04 Hazardous Materials

Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with WHMIS program, toxic substances control, transportation and effects.

Excludes: Staff Safety Training See H04

Retention Period: On-site: S Off-Site: - Total: S

P05 Incident/Accident Reports

Includes vandalism and security reports and reports of accidents that occur on municipal properties.

Excludes: Security See A18

 Accidents of Municipal Staff See H04

 Vehicle Accidents See V01

Retention Period: On-site: E Off-Site: 1 Total: E+1 (E=Cause of action)

Exception: P05.03 and P05.04 that have retention of:

 On-site: 1 Off-Site: 22 Total: 23

P06 Building and Structural Inspections

Includes inspection reports such as building, plumbing, fire prevention and other structural inspections. Includes occupancy permits.

Excludes: By-Law Enforcement See P01

Retention Period: On-site: S Off-Site: P Total: P

P07 Health Inspections

Includes health inspection reports conducted on private, public and commercial properties such as restaurants and slaughterhouses.

Retention Period: On-site: S Off-Site: - Total: S

P08 Investigations

Includes records of investigations pertaining to law enforcement, traffic accidents and firefighting activities.

Excludes: By-Law Enforcement See P01

Retention Period: On-site: 2 Off-Site: 8 Total: 10**

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P09 Licences

Includes records regarding licences administered by or required by the municipality or required by the province such as licensing for taxis, dogs, liquor, business, lotteries, quarries etc.

Excludes: Marriage Licences See L12

Retention Period: On-site: **E** Off-Site: **2** Total: **E+2** (E=Expiry of licence)

P10 Building Permits

Includes permits issued to builders, contractors and residents giving them permission to build or renovate.

Retention Period: On-site: **2** Off-Site: **P** Total: **P**

P11 Permits, Other

Includes applications and permits that the municipality issues giving permission to hold special events, transport oversize loads, erect signs, park on the street and other purposes. Includes burial permits and cremation certificates.

Excludes: Building Permits See P10

Retention Period: On-site: **E** Off-Site: **2** Total: **E+2** (E= Expiry of permit)

P12 Warrants

Includes all issued warrants

Retention Period: On-site: **E+1** Off-Site: - Total: **E+1** (E= Execution of warrant)

P13 Criminal Records

Includes all documentation related to individuals with a history of criminal activity.

Excludes: Investigations See P08

Prosecutions See L13

Retention Period: On-site: **E** Off-Site: **5** Total: **E+5** (E=Disposition of charge)

P14 Animal Control

Includes records regarding the control of household pets, strays, wildlife and livestock. Also includes animal control officers' reports.

Excludes: Dog Licences See P09

Retention Period: On-site: **E+2** Off-Site: - Total: **E+2**

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P15 Community Protection Programs

Includes records on community protection and crime prevention such as Neighbourhood Watch and Block Parents etc. Records include correspondence and brochures.

Retention Period: On-site: **S** Off-Site: **2** Total: **S+2****

P16 Letters of Compliance

Includes all letters and related documentation prepared to verify compliance with requirements.

Retention Period: On-site: **1** Off-Site: **2** Total: **3**

P17 Emergency Services

Includes records regarding land ambulance, fire and rescue services.

Retention Period: On-site: **S** Off-Site: **2** Total: **S+2**

P18 EMS Incident and Impact Reports

Records associated with emergency medical services incident reporting.

Retention Period: On-site: **S+2** Off-Site: Total: **S+2**

P19 EMS Accident Reports

Records associated with emergency medical services accident reporting.

Retention Period: On-site: **S+2** Off-Site: Total: **S+2**

P20 EMS Statistics

Records associated with statistical reporting of accidents involving emergency medical services, traffic and work-related issues.

Retention Period: On-site: **S+2** Off-Site: Total: **S+2**

R – RECREATION AND CULTURE

R00 Recreation and Culture – General

Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: **-** Total: **1**

R01 Heritage Preservation

Includes records regarding heritage and historical developments, including designations of buildings, districts and cemeteries.

Excludes: Original By-laws See C01

Retention Period: On-site: **E** Off-Site: **-** Total: **E**** (**E**= Removal of designation)

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R02 Library Services

Includes circulation lists, recommendations for additions to library collection, information searches, inter-library loan requests and more general records regarding the operation of libraries.

Retention Period: On-site: **2** Off-Site: **3** Total: **5**

R03 Museum and Archival Services

Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records.

Excludes: Records Centre Operations See A10

Retention Period: On-site: **1** Off-Site: **-** Total: **1****

R04 Parks Management

Includes correspondence, descriptions, reports and other records dealing with the management , design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. More specific information is filed by subject.

Excludes: Building and Property Maintenance See A20

Retention Period: On-site: **2** Off-Site: **3** Total: **5****

R05 Recreational Facilities

Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities such as arenas, rinks, pools and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject.

Excludes: Facilities Construction See A19

 Building and Property Maintenance See A20

 Facilities Bookings See A21

Retention Period: On-site: **2** Off-Site: **5** Total: **7**

R06 Recreational Programming

Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programmes to the community such as youth, sport and fitness, adult education, crafts and other programmes.

Retention Period: On-site: **2** Off-Site: **3** Total: **5****

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S – SOCIAL SERVICES AND HEALTH CARE

S00 Social Services and Health Care – General

Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: 1 Off-Site: - Total: 1

S01 Children’s’ Day Nursery Services

Includes general programme information regarding child care programmes such as municipal and private day care and day nursery services. Also includes general resource information used in counseling children and parents involved in these programmes.

Excludes: Medical Records See S06

Retention Period: On-site: **E+2** Off-Site: **18** Total: **E+20**

S02 Elderly Assistance

Includes general programme information regarding programmes intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counseling seniors considering moving to homes for the aged.

Excludes: Homes for the Aged Residents See S03

Retention Period: On-site: 2 Off-Site: 3 Total: 5

S03 Homes for the Aged Residents

Includes records regarding individual residents for homes for the aged.

Excludes: General programme information See S02

Retention Period: On-site: **E+2** Off-Site: **18** Total: **E+20 (E=Date of last entry)**

S04 Social Assistance Programmes

Includes general programme information regarding social assistance programs available to residents. Also includes general resource information used in counseling recipients of social assistance and information pertaining to Employment Support Programmes and Community Support Services.

Excludes: Welfare Case Records See S05

Retention Period: On-site: 2 Off-Site: 3 Total: 5

S05 Welfare Case Records

Includes records regarding individual social assistance recipients.

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Excludes: General Programme Information See S04

Retention Period: On-site: **E+1** Off-Site: - Total: **E+1** (E=File closed)

S06 Medical Case Records

Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, and other medical case records.

Retention Period: On-site: **E+1** Off-Site: - Total: **E+1** (E=Discharge of patient)

S07 Children's Services

Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children's programmes. Also includes general resource information used in counseling children and parents involved in these programmes.

Excludes: Medical Records See S06

Day Care Records See S01

Retention Period: On-site: **2** Off-Site: - Total: **2**

S08 Public Health and Safety Services

Includes records regarding public health and safety programmes such as health and safety education, school health programmes, family planning and disease control including immunization.

Retention Period: On-site: **2** Off-Site: **3** Total: **5**

S09 Cemetery Records

Includes burial permits, maps, plot ownership records, interment registers and indexes for municipal cemeteries.

Excludes: Building and Property Maintenance See A20

Burial Permits and Cremation Certificates See P11

Retention Period: On-site: **20** Off-Site: **P** Total: **P****

S10 Group Home Records

Retention Period: On-site: **2** Off-Site: **3** Total: **5**

S11 Day Nursery Case Records

Retention Period: On-site: **E+2** Off-Site: - Total: **E+2** (E=Discharge of child)

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T – TRANSPORTATION SERVICES

T00 Transportation Services – General

Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: 1 Off-Site: - Total: 1

T01 Illumination

Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights etc. Also includes records on power consumption.

Retention Period: On-site: E Off-Site: 6 Total: E+6 (E=Completion of project)

T02 Parking

Includes records and studies regarding municipal parking issues, such as handicapped parking, lot and garage operations, fire routes and employee parking.

Retention Period: On-site: E Off-Site: 6 Total: E+6 (E=Closure of lot)

T03 Public Transit

Includes records and studies regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.

Retention Period: On-site: E Off-Site: 1 Total: E+1 (E=Closure of route)

T04 Road Construction

Includes records and studies regarding construction projects on roads. Includes construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges etc.

Retention Period: On-site: E Off-Site: 1 Total: E+1** (E=Closure of project)

T05 Road Design and Planning

Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways etc.

Retention Period: On-site: E Off-Site: 1 Total: E+1** (e=Closure of project)

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T06 Road Maintenance

Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle ways, footpaths, walkways etc. Also includes grading, ploughing and sanding of roads and snow removal and cleaning.

Retention Period: On-site: **E** Off-Site: **1** Total: **E+1** (E=Closure of project)

T07 Signs and Signals

Includes records and studies regarding the manufacture and installation of signs and signals.

Excludes: Visual Identity Programme See M09

Retention Period: On-site: **E** Off-Site: **1** Total: **E+1** (e=Removal of sign)

T08 Traffic

Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records.

Retention Period: On-site: **1** Off-Site: **5** Total: **6****

T09 Roads and Lanes Closures

Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications.

Excludes: Temporary Road Closures See T08

 Land Sales See L07

 Road Closing By-Laws See C01

Retention Period: On-site: **E** Off-Site: **1** Total: **E+1****

T10 Field Survey/Road Survey Books

Includes engineering field notes as well as books.

Retention Period: On-site: **E** Off-Site: **1** Total: **E+1**

T11 Railways

Includes maintenance of railway crossings on Municipal roads.

Retention Period: On-site: **1** Off-Site: **5** Total: **6****

T12 Bridges

Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance. Specifications are kept permanently.

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Retention Period: On-site: **E+1** Off-Site: - Total: **E+1****

V – VEHICLES AND EQUIPMENT

V00 Vehicles and Equipment – General

Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.

Retention Period: On-site: **1** Off-Site: - Total: **1**

V01 Fleet Management

Includes records of all vehicles currently owned, leased or operated and maintained by the municipality. This includes vehicle history files, accident reports and vehicle maintenance, registration and disposal.

Excludes: Insurance Policies See L06

Retention Period: On-site: **E+1** Off-Site: - Total: **E+1**

V02 Mobile Equipment

Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snowblowers, sanders etc.

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**

V03 Transportable Equipment

Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills and rescue equipment.

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**

V04 Protective Equipment

Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms etc.

Retention Period: On-site: **E+1** Off-Site: **5** Total: **E+6**

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**PERSONAL INFORMATION BANKS
OFFICE OF THE MAYOR**

NAME OF BANK	MAYOR'S PERSONNEL FILES
LOCATION	Office of the Mayor, City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Performance appraisals, letters/memos concerning employee's salary scale
USES	Performance appraisals
USERS	Mayor, Executive Assistant and Administrative Assistant to Council
INDIVIDUALS COVERED	Mayor's office staff, CAO.
RETENTION AND DISPOSAL	Maintained until employee terminated. Files then transferred to Human Resources for integration with Personnel files.
NAME OF BANK	MAYOR'S BIRTHDAY AND ANNIVERSARY GREETING FILES
LOCATION	Office of the Mayor, City Hall, 50 Dickson St with access by assigned Technical Services staff, the city's web site administrator and the city's web site vendor for maintenance purposes.
LEGAL AUTHORITY	Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address and birth date or anniversary date of recipient. Name, address, e-mail address and fax number of contact person.
USES	Provide greetings from the Mayor on significant birthdays and anniversaries
USERS	Mayor, Executive Assistant and Administrative Assistant to Council
INDIVIDUALS COVERED	Recipients of birthday and anniversary greetings from mayor and people who submitted the information.
RETENTION AND DISPOSAL	Shredded after one year.

**PERSONAL INFORMATION BANKS
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

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NAME OF BANK	CAO PERSONNEL FILES
LOCATION	Office of the CAO, City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Performance appraisals, letters/memos concerning employee's salary scale
USES	Performance appraisals
USERS	CAO and Executive Assistant
INDIVIDUALS COVERED	Management committee members and Directors in the Office of the CAO.
RETENTION AND DISPOSAL	Maintained until employee terminated. Files then transferred to Human Resources for integration with Personnel files.
NAME OF BANK	CAO GRIEVANCE PROCEEDINGS FILES
LOCATION	Office of the CAO, City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Records of grievance cases in which the CAO is involved. Information includes case information and CAO response
USES	Grievance proceedings
USERS	CAO and Executive secretary
INDIVIDUALS COVERED	City staff members involved in grievance proceedings that include the CAO
RETENTION AND DISPOSAL	Maintained permanently.
NAME OF BANK	CAO EMPLOYEE NUMBER LIST
LOCATION	Office of the CAO, City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Employee Numbers for all staff of Mayor , Economic Development Division and CAO
USES	Internal Absenteeism reporting, Mileage and Parking re-imbursments
USERS	CAO and Executive Secretary
INDIVIDUALS COVERED	All staff of the above sections
RETENTION AND	Maintained until employee terminated or replaced as employee

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DISPOSAL	numbers are reassigned
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**PERSONAL INFORMATION BANKS
CORPORATE SERVICES DEPARTMENT**

DIVISION	ADMINISTRATIVE SERVICES
NAME OF BANK	INSURANCE CLAIMS
LOCATION	Corporate Services Department – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Binders contain details of insurance claims filed with the city including the claimant’s name, address and telephone number. Index listing details as well as any information received in electronic format may be maintained in the computer system.
USES	To record, investigate and analyze the city’s insurance claims experience
USERS	Administrative staff collects and forwards information to the Waterloo Region Municipalities Insurance Pool, the city’s insurers, insurance adjusters, solicitors and other city staff for their investigation of potential or existing hazards and in analyzing past claims experience
INDIVIDUALS COVERED	Any persons filing or reporting insurance claims with the city and any city staff involved in an insurance-related accident or incident
RETENTION AND DISPOSAL	Records are retained until the end of the current calendar year plus 26 years (to accommodate claims involving minors) as per the suggestion / direction of our insurers.
DIVISION	ADMINISTRATIVE SERVICES
NAME OF BANK	LITIGATION FILES
LOCATION	Corporate Services Department – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Details of litigation matters, related correspondence and information including litigant’s name and address
USES	To record and document litigation matters in which the city is involved. A semi-annual litigation report is prepared for Council’s review while a report on insurance-related litigation matters is prepared annually

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USERS	Administration division staff of Corporate Services Department, Waterloo Region municipalities Insurance Pool, the city's insurers, insurance adjusters, solicitors and other appropriate city staff.
INDIVIDUALS COVERED	Any persons involved in a litigation matter with the City of Cambridge
RETENTION AND DISPOSAL	Records retained until the end of the current calendar year plus 26 years to accommodate claims involving minors directed by the city's insurers

**PERSONAL INFORMATION BANKS
CORPORATE SERVICES DEPARTMENT**

DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	ACCOUNTS RECEIVABLE
LOCATION	Corporate Services Department – Accounting and Payroll – City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and addresses of individuals or businesses purchasing goods or services from the municipality including value of such purchases. They may contain credit card information.
USES	Processing of accounts receivable
USERS	Accounts receivable staff and assigned Technology Services staff for system maintenance purposes.
INDIVIDUALS COVERED	Purchasers of goods or services from the Corporation
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law
DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	ACCOUNTS PAYABLE
LOCATION	Corporate Services Department – Accounting and Payroll – City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and addresses of individuals or businesses from which the city has purchased goods or services including value of such purchases.

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USES	Processing of accounts payable.
USERS	Accounts payable staff and assigned Technology Services staff for system maintenance purposes.
INDIVIDUALS COVERED	Sellers of goods or services to the Corporation
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law

**PERSONAL INFORMATION BANKS
CORPORATE SERVICES DEPARTMENT**

DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	ONTARIO HOME RENEWAL PROGRAM FILES
LOCATION	Corporate Services Department - Accounting and Payroll – City Hall, 50 Dickson St
LEGAL AUTHORITY	Ontario Regulation 688/74 under the Housing Development Act or the Municipal Freedom of Information and Protection of Privacy Act section 28 (2)
INFORMATION MAINTAINED	Credit checks, family income, liens
USES	Information required before agreeing to give loan to fix the home
USERS	Corporate Services Accounting staff and Planning Services Dept. Policy and Programs Technician.
INDIVIDUALS COVERED	Home owners who apply for loans to fix their homes – Cambridge residents only
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law
DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	AGREEMENT FILES
LOCATION	Corporate Services Department – Accounting and Payroll - City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Copies of signed and executed legal agreements and related information on various agreements, leases, loans and mortgages
USES	To monitor the financial section of the agreement, lease, loan or mortgage

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USERS	Various Corporate Services staff
INDIVIDUALS COVERED	Any persons entering into an agreement, loan, lease or mortgage with the city
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law

**PERSONAL INFORMATION BANKS
CORPORATE SERVICES DEPARTMENT**

DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	PAYROLL INFORMATION SHEETS
LOCATION	Corporate Services Department – Accounting and Payroll – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Changes in employee rate of pay, hours of work, reductions to pays, data to commence or terminate payroll, overrides to pay etc. and details of the particular affected pay and calculations if necessary are maintained
USES	Information used for reference and audit purposes
USERS	Payroll and Benefits staff
INDIVIDUALS COVERED	All employees
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law
DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	DATA BANK FOR EMPLOYEE PHOTO IDENTIFICATION
LOCATION	Corporate Services Department – Accounting and Payroll – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Employee names, photos
USES	Administration of the City of Cambridge employee identification program
USERS	Payroll and Benefits staff
INDIVIDUALS	Present employees and all new employees as they are hired

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COVERED	
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law

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DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	SALARY ADMINISTRATION FILES (PAYROLL)
LOCATION	Accessible through Corporate Services Department – Accounting and Payroll – City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Salary ranges and individual salaries and other information related to payment of staff including contact information.
USES	Corporate record of salary levels and individual salaries
USERS	Payroll staff and the Chief Administrative Officer or members of management committee or union executive within guidelines laid out in Procedure COR-70.010 of the Procedures Manual. Human Resources personnel as required
INDIVIDUALS COVERED	Present employees
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law
DIVISION	FINANCIAL SERVICES - ACCOUNTING AND PAYROLL HUMAN RESOURCES SERVICES
NAME OF BANK	PERSONNEL DATABASE
LOCATION	Corporate Services Department – Technology Services Division – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, salary and other personal information on employees
USES	Personnel and payroll management
USERS	Senior management, divisional directors (for own staff), supervisors (for own staff), Human Resources Services and Payroll staff and assigned Technology Services staff for

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	maintenance purposes.
INDIVIDUALS COVERED	Current employees of the Corporation
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law

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DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL HUMAN RESOURCES SERVICES
NAME OF BANK	HUMAN RESOURCES SERVICES DIVISION EMPLOYEE FILES
LOCATION	Corp. Services Dept. – Human Resources Services Division – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Address, birth date, social insurance number, benefit information, names of dependents, next of kin, beneficiaries, performance appraisals, disciplinary notices
USES	Maintenance of employee information
USERS	Chief Administrative Officer or members of management committee or union executive within guidelines laid out in Paragraph A-325.1 of the Procedures Manual. Human Resources and Payroll personnel as required
INDIVIDUALS COVERED	Present and terminated employees
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-Law
DIVISION	FINANCIAL SERVICES – ACCOUNTING AND PAYROLL
NAME OF BANK	PERSONNEL FILES – ABSENTEEISM DATABASE
LOCATION	Corporate Services Dept. – Accounting and Payroll – City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Records of absences from work by city employees.
USES	Personnel management

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USERS	Senior management, division directors (for own staff), supervisors (for own staff), Human Resources and Payroll staff and assigned Technology Services staff for maintenance. In the future certain departmental staff will have input and some viewing capability.
INDIVIDUALS COVERED	Current employees of the Corporation
RETENTION AND DISPOSAL	Maintained as outlined in the Records Retention By-law

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DIVISION	FINANCIAL SERVICES – BUDGET
NAME OF BANK	SALARY PLANNING - BUDGET
LOCATION	Accessible through Corporate Services Department – Budget and Finance– City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Individual salaries and related benefit costs related to city staff.
USES	Corporate record of salary levels and individual salaries and benefits for budgeting purposes and for budget control issues and forecasting
USERS	Chief Administrative Officer, Management Committee, senior departmental staff, Budget and Finance staff and assigned Technology Services staff for maintenance purposes.
INDIVIDUALS COVERED	All city employees
RETENTION AND DISPOSAL	Retained according to the requirements of the city’s records retention bylaw and then shredded

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DIVISION	PURCHASING DIVISION
NAME OF BANK	AUCTION OF SURPLUS ITEMS
LOCATION	Corporate Services Department – Purchasing Division – City Hall, 50 Dickson St

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LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, e-mail address, telephone number and password of people registered to enter auctions on surplus city items.
USES	Sale of surplus equipment and supplies.
USERS	Purchasing staff responsible for selling surplus equipment and supplies with access to on-line registration information by assigned Technology Services staff, city web site consultants, administrator and the city web site editors for maintenance purposes.
INDIVIDUALS COVERED	People who register to participate in auctions for surplus city equipment and supplies.
RETENTION AND DISPOSAL	Maintained in database until applicant requests removal.
DIVISION	PURCHASING DIVISION
NAME OF BANK	VENDOR APPLICATIONS
LOCATION	Corp. Services Department – Purchasing Division – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, e-mail address, telephone number and product information of individuals and companies interested in doing business with the City of Cambridge.
USES	Provide information to businesses and individuals wishing to be informed of city projects of interest to their firms
USERS	Purchasing staff responsible for finding suitable firms for city projects with access to on-line registration information by assigned Technology Services staff, city web site consultants, administrator and the appropriate departmental web site editors for maintenance purposes.
INDIVIDUALS COVERED	Individuals and businesses who register to be informed of city projects for which they might qualify
RETENTION AND DISPOSAL	Maintained in database until applicant requests removal.

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DIVISION	PURCHASING DIVISION
NAME OF BANK	TENDER AND QUOTE BID PROPOSALS (PLAN TAKERS) REGISTRATION
LOCATION	Corp. Services Department – Purchasing Division – City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, e-mail address, telephone number, fax number of individuals and companies interested in doing business with the City of Cambridge.
USES	Provide a listing of the companies or individuals that are interested in a specific tender, quote or proposal and might submit a bid.
USERS	Purchasing staff responsible for finding suitable firms for city projects with access to on-line registration information by assigned Technology Services staff, city web site consultants, administrator and the appropriate departmental web site editors for maintenance purposes.
INDIVIDUALS COVERED	Individuals and businesses who register to be informed of city projects for which they might qualify
RETENTION AND DISPOSAL	Maintained in the database until the project is awarded.

**PERSONAL INFORMATION BANKS
CORPORATE SERVICES DEPARTMENT**

DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	MUNICIPAL TAX SALE FILES
LOCATION	Corporate Services Department – Taxation – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Tax Sales Act, 1984 or the Municipal Freedom of Information and Protection of Privacy Act section 28 (2)
INFORMATION MAINTAINED	Name, address, property roll number, legal documents (i.e. tax arrears certificates) and correspondence from lawyers
USES	To assist in the collection of realty taxes

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USERS	Tax Division staff and City's Solicitors
INDIVIDUALS COVERED	Ratepayers in arrears and eligible for the registration of an arrears certificate
RETENTION AND DISPOSAL	Permanent record
DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	TWO YEAR PHONE CALLS
LOCATION	Corporate Services Department - Taxation – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, property roll number, telephone number, record of comments
USES	To assist in the collection of taxes
USERS	Tax division staff
INDIVIDUALS COVERED	Ratepayers owing 2 years of realty taxes
RETENTION AND DISPOSAL	Maintained until taxes are paid in full

**PERSONAL INFORMATION BANKS
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DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	PAYMENT ARRANGEMENTS
LOCATION	Corporate Services Department - Taxation – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, property roll number, telephone number, list of cheques including date and amount
USES	To assist in the collection of taxes
USERS	Tax division staff
INDIVIDUALS COVERED	Ratepayers issuing a series of post-dated cheques
RETENTION AND DISPOSAL	Destroyed once final cheque is deposited in the bank

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DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	TAX DIVISION CURRENT EMPLOYEES FILES
LOCATION	Corporate Services Department - Taxation – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, memos re employees and job descriptions, staff training and development, commendations. Also correspondence related to part-time employees related to start and end dates, rates of pay etc.
USES	For quick reference on employee matters and to follow up on matters related to performance of an individual and maintenance of job descriptions
USERS	Manager and Senior Collector
INDIVIDUALS COVERED	Present divisional employees
RETENTION AND DISPOSAL	Maintained until the employee leaves the department

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DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	TAX FILES (ELECTRONIC COLLECTORS ROLL)
LOCATION	Corporation Services Department- Taxation - City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Records of all properties in the city including names of owners, tax data, payment history, arrears data and local improvement data
USES	Tax management
USERS	Senior city management, taxation staff and tax auditor and assigned Technology Services staff for maintenance purposes.
INDIVIDUALS COVERED	City of Cambridge property owners
RETENTION AND DISPOSAL	Maintained and updated as needed

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DISPOSAL	
DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	PAC FILES (Pre-authorized Tax Payments)
LOCATION	Corporate Services Department – Taxation – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, telephone number, financial institution, bank account number and signature
USES	Tax management
USERS	Taxation staff
INDIVIDUALS COVERED	City of Cambridge property owners
RETENTION AND DISPOSAL	Maintained and updated as needed

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DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	ASSESSMENT ROLL
LOCATION	Corporation Services Department- Taxation - City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, property roll number, mailing address, legal description, assessed value, school support
USES	For public access to data
USERS	Anyone
INDIVIDUALS COVERED	City of Cambridge property owners
RETENTION AND DISPOSAL	Permanent

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DIVISION	FINANCIAL SERVICES - TAXATION
NAME OF BANK	MUNICIPAL CONNECT
LOCATION	Corporate Services Department – Taxation – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2), Assessment Act
INFORMATION MAINTAINED	Name, address, property roll number, mailing address, legal description, assessed value, school support, names of tenants, date of birth as well as structural and soil detail
USES	Obtain data for analysis and tax management
USERS	Available to city staff on request and proof of requirement
INDIVIDUALS COVERED	All property in the municipality
RETENTION AND DISPOSAL	Permanent but changes continually as new information becomes available

**PERSONAL INFORMATION BANKS
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DIVISION	TECHNOLOGY SERVICES
NAME OF BANK	TECHNOLOGY SERVICES DIVISION CURRENT EMPLOYEE FILES
LOCATION	Corporate Services Department – Technology Services Division – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Copies of items found in Human Resources employee files
USES	Ready access for director to employee performance reviews etc.
USERS	Director, Technology Services
INDIVIDUALS COVERED	Current Technology Services employees
RETENTION AND DISPOSAL	Maintained until employees are terminated at which time the files are destroyed

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DIVISION	TECHNOLOGY SERVICES
NAME OF BANK	TECHNOLOGY SERVICES DEVELOPMENT MANAGER PERSONNEL FILES
LOCATION	Office of the Manager of Technology Services Development - Corporate Services Department – Technology Services Division – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Any letters regarding position change, employment start and acceptance, any disciplinary letters and courses taken, lieu time taken and accumulated, job descriptions, mandatory employee evaluations and new union job questionnaire.
USES	Personnel management
USERS	Manager of Technology Services Development
INDIVIDUALS COVERED	Current employees of the Division
RETENTION AND DISPOSAL	Maintained until employees are terminated at which time the files are destroyed.

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DIVISION	TECHNOLOGY SERVICES
NAME OF BANK	PAYROLL - LIBRARY
LOCATION	Corporate Services Department – Technology Services Division – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Salary information of Library employees
USES	Library personnel and payroll management
USERS	Library management and payroll staff and assigned Technology Services and Financial Services staff for maintenance.
INDIVIDUALS COVERED	Current public library employees
RETENTION AND DISPOSAL	Maintained and updated as needed

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DIVISION	CLERK'S DIVISION
NAME OF BANK	EMPLOYEE FILES
LOCATION	Public Access and Council Services – Secretary of the City Clerk Files - City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Copies of most recent job descriptions and most recent vacation requests (i.e. the requests for the present year)
USES	Performance evaluation and vacation scheduling
USERS	City clerk, deputy clerk and secretary to the city clerk
INDIVIDUALS COVERED	Current Public Access and Council Services staff
RETENTION AND DISPOSAL	Vacation requests maintained for one year then destroyed. Job descriptions kept until superseded.
DIVISION	CLERK'S DIVISION
NAME OF BANK	BUSINESS LICENCES
LOCATION	Public Access and Council Services – City Clerk Files - City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and addresses of persons requiring business licences
USES	Issuance of business licences
USERS	PACS staff responsible for issuing business licences
INDIVIDUALS COVERED	Persons to whom business licences are issued
RETENTION AND DISPOSAL	Maintained and updated as needed

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DIVISION	CLERK'S DIVISION
NAME OF BANK	MARRIAGE LICENCES
LOCATION	Public Access and Council Services – City Clerk Files - City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and addresses of persons requesting marriage licences
USES	Issuance of Marriage Licences
USERS	Deputy Division Register
INDIVIDUALS COVERED	People requesting marriage licences
RETENTION AND DISPOSAL	Maintained and updated as needed
DIVISION	CLERK'S DIVISION
NAME OF BANK	MARRIAGE REGISTERS
LOCATION	Public Access and Council Services - City Clerk Files - City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and addresses of people applying for marriage licences.
USES	Registration of marriages as required by Province of Ontario.
USERS	Deputy Division Register with access to marriage register information by assigned Technical Services staff server for maintenance purposes stored on an on-site server
INDIVIDUALS COVERED	Recently married couples
RETENTION AND DISPOSAL	Maintained permanently as required by provincial authorities

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DIVISION	CLERK'S DIVISION
NAME OF BANK	BIRTH REGISTERS
LOCATION	Public Access and Council Services - City Clerk Files - City Hall,

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	50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and addresses of parents, name, birth date and sex of child
USES	Registration of births as required by province of Ontario
USERS	Deputy Division Register with access to birth register information by assigned Technical Services staff server for maintenance purposes stored on an on-site server.
INDIVIDUALS COVERED	New born children and their parents
RETENTION AND DISPOSAL	Maintained permanently as required by provincial authorities
DIVISION	CLERK'S DIVISION
NAME OF BANK	DEATH REGISTERS
LOCATION	Public Access and Council Services - City Clerk Files - City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses and cause of death of deceased persons, name and address of informant, name and address of doctor who pronounced death
USES	Registration of deaths as required by Province of Ontario
USERS	Deputy Division Register with access to death register information by assigned Technical Services staff server for maintenance purposes stored on an on-site server.
INDIVIDUALS COVERED	Deceased residents of the city
RETENTION AND DISPOSAL	Maintained permanently as required by provincial authorities

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COMMUNITY SERVICES DEPARTMENT**

DIVISION	ADMINISTRATION SERVICES
NAME OF BANK	BOOKING AND REGISTRATION SYSTEM (CLASS)
LOCATION	Computer database system available to staff at sites where art

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	and recreation programs are offered. It is also available to staff where payments are made for these programs. Assigned Technical Services staff and the vendor of the software could have access to the information for maintenance purposes. Beginning in June 2007 registration information will be gathered through the city's web site. Personal information related to participation in various programs will be gathered on the city's behalf by a third party vendor. The third party vendor could gain access to this information for maintenance purposes.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, telephone numbers and other relevant personal needed to register for city art and recreation programs or to rent city facilities.
USES	Registration for programs and rental of facilities
USERS	City staff with access to CLASS responsible for providing registration for various programs and for renting facilities. For additional information see Location above.
INDIVIDUALS COVERED	Citizens who register for city art and recreational programs or who rent city facilities
RETENTION AND DISPOSAL	Maintained and updated as needed

**PERSONAL INFORMATION BANKS
COMMUNITY SERVICES DEPARTMENT**

NAME OF BANK	COMMISSIONER'S PERSONNEL FILES
LOCATION	Community Services Department – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	<ul style="list-style-type: none"> - Performance appraisal forms relative to staff supervised by the Commissioner. - Correspondence regarding staff performance and/or staff discipline or grievance procedure, if the commissioner is involved. - Position Descriptions and Position Re-evaluation information relative to staff supervised the Commissioner - Correspondence regarding organizational restructuring or

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	proposed organizational changes within CSD
USES	Quick reference when dealing with personnel issues
USERS	Commissioner of Community Services
INDIVIDUALS COVERED	Individuals supervised by Dept. Head. Other staff as required.
RETENTION AND DISPOSAL	Documents shredded annually

**PERSONAL INFORMATION BANKS
COMMUNITY SERVICES DEPARTMENT**

NAME OF BANK	DIRECTOR OF COMMUNITY RECREATION SERVICES AND PARTNERSHIP DEVELOPMENT
LOCATION	Director's Office – City Admin Offices
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	<ul style="list-style-type: none"> - Performance Appraisal Forms of Managers supervised by the Director. - Correspondence regarding staff performance and/or staff discipline and grievances relative to staff in the Recreation Division, if there is Director involvement in an issue. - Position Descriptions and Position Re-evaluation information for staff supervised by the Director.
USES	Quick reference when dealing with personnel issues
USERS	Director of Community Recreation Services and Partnership Development
INDIVIDUALS COVERED	Individuals supervised by Director. On occasion, for other staff in the Parks and Outside Services Division..
RETENTION AND DISPOSAL	Documents shredded after employee terminates from Recreation Division

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	or sooner, if no longer required.
NAME OF BANK	DIRECTOR OF PARKS AND OUTSIDE SERVICES
LOCATION	Director's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	<ul style="list-style-type: none"> - Performance Appraisal Forms of Managers supervised by the Director. - Correspondence regarding staff performance and/or staff discipline, of employees either under the direct supervision of the Director, or of other staff in the Division if the Director is involved in an issue. - Correspondence regarding grievances relative to staff in the Parks & Outside Services Division where the Director is involved. - Position Descriptions and Position Re-evaluation information for staff supervised by the Director.
USES	Quick reference when dealing with personnel issues
USERS	Director of Parks and Outside Services
INDIVIDUALS COVERED	Individuals supervised by Director. On occasion, for other staff in the Parks and Outside Services Division..
RETENTION AND DISPOSAL	Documents shredded after employee terminates from Parks and Outside Services Division or sooner, if documentation no longer required.

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NAME OF BANK	DIRECTOR OF ARENAS AND HALLS
LOCATION	Director's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)

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TYPES OF INFORMATION	<p>Performance Appraisal Forms of Managers supervised by the Director.</p> <p>Correspondence regarding staff performance and/or staff discipline, and grievances related to divisional staff under the direct supervision of the Director, or other staff in the Division if the Director is involved.</p> <p>Corporate Absenteeism Program correspondence</p> <p>Correspondence regarding grievances relative to staff in the Arenas and Halls Division where there is Director involvement.</p> <p>Position Descriptions and Position Re-evaluation information for staff supervised by the Director.</p> <p>Letters of Reference</p> <p>Records on employee qualifications staff supervised by the Director.</p>
USES	<p>Copies used as a quick-reference/working copy only.</p> <p>Director's records document training provided to employees under the director's supervision and keeping track that employees hold current certificates applicable to their positions.</p>
USERS	Director of Arenas and Halls
INDIVIDUALS COVERED	<p>Individuals directly supervised by Director.</p> <p>On occasion, for other staff in the Arenas and Halls Division.</p>
RETENTION AND DISPOSAL	Documents shredded after employee terminates from Arenas and Halls Division or sooner, if documentation no longer required.

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NAME OF BANK	MANAGERS OF ARENAS – HESPELER, PRESTON/HOMUTH AND GALT/MCINTOSH ARENAS
LOCATION	Manager's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
TYPES OF INFORMATION	<p>Correspondence regarding staff performance and/or staff discipline</p> <p>Corporate Absenteeism Program correspondence</p> <p>Correspondence regarding grievances and records related to qualifications of employees supervised by the Manager.</p>

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USES	Quick reference/copies of Human Resources related documents. Manager's records documenting training that have been provided to employees under their supervision.
USERS	Manager of Arena.
INDIVIDUALS COVERED	Individuals supervised by the Manager.
RETENTION AND DISPOSAL	Documents shredded after employee leaves the manager's section or sooner if documentation no longer required..
NAME OF BANK	AREA RECREATION MANAGER – ALLAN REUTER CENTRE
LOCATION	Manager's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
TYPES OF INFORMATION	Information relative to employee hiring, correspondence regarding performance and/or disciplinary matters, grievances, job descriptions and records documenting training which has been provided to employees under the manager's supervision.
USES	Quick reference/copies of Human Resources related documents.
USERS	Manager
INDIVIDUALS COVERED	Individuals supervised by the Manager.
RETENTION AND DISPOSAL	Documents shredded after employee terminates from Manager's Section, or sooner, if documentation no longer required..

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NAME OF BANK	AREA RECREATION MANAGER – DURWARD/ARTS CENTRE
LOCATION	Manager's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Information relative to employee hiring, correspondence regarding performance and/or disciplinary matters, grievances, job descriptions.
USES	Quick reference/copies of Human Resources related documents.
USERS	Manager

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INDIVIDUALS COVERED	Individuals supervised by the Manager.
RETENTION AND DISPOSAL	Documents shredded after employee terminates from Manager's Section, or sooner, if documentation no longer required..
NAME OF BANK	AREA RECREATION MANAGERS – DOLSON CENTRE
LOCATION	Manager's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Working copies of performance issues, grievance issues, staff evaluations, letters of reference. Documentation regarding aquatics staff training and certifications are kept separately in an alphabetized binder.
USES	Quick reference/copies of Human Resources related documents and manager's records related to staff training and staff certifications.
USERS	<ul style="list-style-type: none"> - Manager has access to all information; recreation programmer would have access to some of the aquatics part time staff. - Manager, Recreation Programmer, Facility Clerks, Aquatics Supervisors, and Reception staff have access to the binder containing copies of part time staff employee certifications to ensure that this information readily available to a Health Inspector under the Health Protection and Promotion Act, Reg. 565.
INDIVIDUALS COVERED	Staff supervised by Area Recreation Manager – Dolson Centre.
RETENTION AND DISPOSAL	Documents shredded after employee leaves section, or when no longer required. Part-time staff evaluations could be kept for 2 or 3 years for use in staff recruitment. Records relative to aquatics staff training and employee qualifications/certifications, are maintained in accordance with retention guidelines cited by the Health Protection and Promotion Act, Reg. 565.

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COMMUNITY SERVICES DEPARTMENT**

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NAME OF BANK	AREA RECREATION MANAGER – JOHNSON CENTRE
LOCATION	Manager's Office
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Working copies of performance issues, grievance issues, staff evaluations, letters of reference. Documentation regarding aquatics staff training and certifications are kept separately in a binder alphabetized A to Z.
USES	Quick reference/copies of Human Resources related documents and manager's records related to staff training and staff certifications.
USERS	<ul style="list-style-type: none"> - Manager has access to all information, recreation programmer had access to some of the aquatics part time staff related to training documentation, and part time staff pay rates for preparing timecards. - Manager, recreation programmer, facility clerks, aquatics supervisors, and reception staff have access to the binder to ensure that this information readily available to a Health Inspector under the Health Protection and Promotion Act, Reg. 565.
INDIVIDUALS COVERED	Staff supervised by Area Recreation Manager – Johnson Centre.
RETENTION AND DISPOSAL	Documents shredded after employee leaves section, or when no longer required. Part-time staff evaluations could be kept for 2 or 3 years for use in staff recruitment. Records relative to aquatics staff training and employee qualifications/certifications, are maintained in accordance with retention guidelines cited by the Health Protection and Promotion Act, Reg. 565.

**PERSONAL INFORMATION BANKS
COMMUNITY SERVICES DEPARTMENT**

DIVISION	CEMETERY DIVISION
NAME OF BANK	CEMETERY REGISTRY
LOCATION	Community Services Department – Cemetery Division – Parklawn Cemetery.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)

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INFORMATION MAINTAINED	Names and addresses of owners of cemetery sites, names and addresses of persons buried, recorded cost of services for each site
USES	Servicing of cemetery plots
USERS	Cemetery staff. Information also available to archives staff for genealogical research of burials. Assigned Technology Services staff may have access to information for system maintenance purposes.
INDIVIDUALS COVERED	Owners of cemetery plots
RETENTION AND DISPOSAL	Maintained and updated as required

**PERSONAL INFORMATION BANKS
FIRE DEPARTMENT**

NAME OF BANK	FIRE DEPARTMENT CURRENT PERSONNEL FILES
LOCATION	Fire Department Headquarters – Station 1, Bishop Street
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, social insurance numbers, work history, absenteeism, salaries, training and development, disciplinary actions
USES	Identification of problem areas (i.e. absenteeism), training skills and expertise within the department
USERS	Fire Chief, Deputy Chiefs and Administration Staff
INDIVIDUALS COVERED	Current departmental staff
RETENTION AND DISPOSAL	Maintained until employees are terminated. Files are then transferred to Human Resources where information is integrated into employee files
NAME OF BANK	FIRE DEPARTMENT HISTORICAL FILES - PERSONNEL
LOCATION	Fire Department Archives, Allan Reuter Centre, King Street
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION	Names, addresses, birth date, employment dates of past

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MAINTAINED	departmental employees
USES	Historical research
USERS	Fire fighters in charge of departmental archives
INDIVIDUALS COVERED	Past departmental staff
RETENTION AND DISPOSAL	Permanent

**PERSONAL INFORMATION BANKS
FIRE DEPARTMENT**

NAME OF BANK	TELESTAFF (PDSI) SOFTWARE
LOCATION	Fire Department Headquarters and all stations. Public Works at 1310 Bishop Street.
LEGAL AUTHORITY	Fire Prevention and Prevention Act or the Municipal Freedom of Information and protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	All CFD names, addresses and telephone numbers, employment start date, all attendance activity; all Public Works names, addresses and telephone numbers, all emergency call-in activity; all City of Cambridge Emergency Plan members and back-up names and telephone numbers, all call fan-out activity.
USES	Used for all attendance purposes, including overtime call-in, trade days, sick time, education. City of Cambridge Emergency Plan is critical fro call-in of key municipal / some Regional and Ministry staff at time of an emergency.
USERS	All CFD staff access to their personal attendance. Emergency Plan fan-out conducted by CFD Communications Centre. Deputy Chiefs, Administration Staff, Chief of Communications and Technician Public Works Admin staff.
INDIVIDUALS COVERED	All CFD staff. Public Works Admin staff. City of Cambridge Department heads and some Regional and Ministry personnel.
RETENTION AND DISPOSAL	Maintained permanently or until superseded.

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FIRE DEPARTMENT**

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NAME OF BANK	FDM (FIRE DEPARTMENT MANAGEMENT) SOFTWARE
LOCATION	Fire Department Headquarters and all stations.
LEGAL AUTHORITY	Fire Protection and Prevention Act or the Municipal Freedom of Information and protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Suppression Division: All Suppression names, addresses and telephone numbers, badge numbers, all attendance activity; vehicle and communications equipment inventory; all station activity i.e. tours, public education, etc. Fire Prevention Division: Premise record information. Training Division: Training records.
USES	Suppression Division: Used for Daily Journal i.e. attendance, equipment used, activities of station crew. Fire Prevention Division: Premise record information i.e. inspections, related correspondence. Training Division: Documentation of Suppression / Communications training records. Examinations for promotion and Class; Evaluations for annual promotions; interim evaluations for promotions; sick notes; WSIB forms.
USERS	Suppression/Training/Administration Divisions.
INDIVIDUALS COVERED	All CFD staff.
RETENTION AND DISPOSAL	Maintained permanently or until superseded.

**PERSONAL INFORMATION BANKS
FIRE DEPARTMENT**

NAME OF BANK	CRISYS – EXPERT FIRE
LOCATION	Fire Department Headquarters and all stations.
LEGAL AUTHORITY	Fire Protection and Prevention Act or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	All CFD names, addresses and telephone numbers, employment start date, all Suppression attendance activity, history of all emergency Incident Summaries from May 18, 1996, some equipment inventory (Communications), history of equipment repairs, City of Cambridge and North Dumfries incident reporting and mapping.

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USES	Used for documenting all emergency incidents, map resource, premise information (such as afterhours key holder names and telephone numbers, reference to high risk premise flags.
USERS	Chief, Deputies, Administration staff, all Communications staff, Platoon Chiefs, Captains and North Dumfries Fire Dept. access to North Dumfries information ONLY.
INDIVIDUALS COVERED	All CFD staff.
RETENTION AND DISPOSAL	Maintained permanently or until superseded.

**PERSONAL INFORMATION BANKS
FIRE DEPARTMENT**

NAME OF BANK	RSI (CALL ACCOUNTING)
LOCATION	Fire Department Headquarters.
LEGAL AUTHORITY	Fire Protection and Prevention Act or the Municipal Freedom of Information and protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	All telephone call activity documented.
USES	Call activity statistics i.e. volume. Documentation of all Headquarter incoming and outgoing call track i.e. overtime call in, etc.
USERS	Captain of Communications and Communications Support Technician.
INDIVIDUALS COVERED	All CFD staff.
RETENTION AND DISPOSAL	Maintained permanently or until superseded.
NAME OF BANK	DICTAPHONE (FREEDOM)
LOCATION	Fire Department Headquarters.
LEGAL AUTHORITY	Fire Protection and Prevention Act or the Municipal Freedom of Information and protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Audio recording of all telephone calls (incoming and outgoing in the Communications Centre) and all Department radio

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	transmissions.
USES	Used for audio documentation of all emergency incidents, i.e. court, training - post incident review, instant recall following call receipt.
USERS	Chief, Deputies, all Communications staff, Platoon Chiefs, Captains.
INDIVIDUALS COVERED	All CFD staff.
RETENTION AND DISPOSAL	Maintained permanently or until superseded.

**PERSONAL INFORMATION BANKS
FIRE DEPARTMENT**

NAME OF BANK	FIRE DEPARTMENT TRAINING FILES
LOCATION	Fire Department Headquarters – Station 1, Bishop Street
LEGAL AUTHORITY	Fire Protection and Prevention Act or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names and information related to education of employees and results of courses taken by employees
USES	For training purposes.
USERS	Fire chief, Deputy Chiefs and Administration Staff
INDIVIDUALS COVERED	Departmental staff.
RETENTION AND DISPOSAL	Maintained permanently or until superseded.
NAME OF BANK	EMERGENCY PLAN RESPONSE LIST
LOCATION	All Departments
LEGAL AUTHORITY	Municipal Act or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses and telephone numbers of all staff who must be contacted in event of a city-wide emergency
USES	To contact all relevant staff members in event of a city-wide emergency
USERS	Fire Chief and Deputy Chiefs
INDIVIDUALS	Current departmental staff

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COVERED	
RETENTION AND DISPOSAL	Maintained until employees are terminated. Files are then transferred to Human Resources where information is integrated into employee files

**PERSONAL INFORMATION BANKS
PLANNING SERVICES DEPARTMENT**

NAME OF BANK	ADMINISTRATIVE SERVICES CURRENT EMPLOYEE RECORDS
LOCATION	The office of the Coordinator of Administrative Services – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Vacation requests, certificates, absenteeism, overtime and lieu records and other information related to employment attendance and hours worked.
USES	Employee attendance record keeping
USERS	Coordinator of Administrative Services and Commissioner of Planning Services, Department’s Directors/Managers/Supervisors
INDIVIDUALS COVERED	Current Planning Services Department employees
RETENTION AND DISPOSAL	Maintained until employee leaves department

**PERSONAL INFORMATION BANKS
PLANNING SERVICES DEPARTMENT**

NAME OF BANK	BUILDING PERMITS, LICENCING, BY-LAW ENFORCEMENT CUSTOMER SERVICE TRACKING SYSTEM (AMANDA)
LOCATION	Database maintained by Corporate Services Department – Technology Services Division – City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Names, addresses, telephone numbers and other relevant personal information needed for acquisition of building permits and various licences and for by-law enforcement.
USES	Access available to various staff members in various departments

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	responsible for issuing building permits, compiling buildings statistics, processing applications (i.e. Site plan, Committee of Adjustment, Consent, Sign Amendments, Fence Amendments) (Planning Services), licences (Clerk's Division), enforcing by-laws and prosecutions (Planning Services Department and Legal Services Division), administration of Letter of Credit (Financial Services) or for following up on citizen complaints or questions.
USERS	City staff with access to AMANDA responsible for issuing building permits, compiling statistics, processing applications, issuing licences, administration of Letters of Credit, dealing with customer requests and complaints, by-law enforcement and assigned – Technology Services staff for maintenance.
INDIVIDUALS COVERED	Municipal property owners and citizens who require building permits, licences, submit various planning application forms or who lodge a complaint or require that a matter be resolved.
RETENTION AND DISPOSAL	Maintained and updated as needed

**PERSONAL INFORMATION BANKS
PLANNING SERVICES DEPARTMENT**

NAME OF BANK	BUILDING AND ENFORCEMENT SERVICES DIVISION CURRENT EMPLOYEE FILES
LOCATION	The offices of the Director of Building & Enforcement Services, Manager of Enforcement Services and the Manager of Building Officials City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Performance appraisals, vacation requests, certificates and other information related to performance
USES	Annually for performance appraisals
USERS	Commissioner of Planning Services, employee supervisors
INDIVIDUALS COVERED	Current Building and Enforcement Division employees
RETENTION AND DISPOSAL	Maintained until employee leaves department

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NAME OF BANK	PLANNING OPERATIONS DIVISION CURRENT EMPLOYEE FILES
LOCATION	The office of the Director of Planning Operations – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Performance appraisals and other information related to performance and attendance.
USES	Annually for performance appraisals.
USERS	Director of Planning Operations, Commissioner of Planning Services and Manager of Site Development and Zoning
INDIVIDUALS COVERED	Current Planning Operations Division employees
RETENTION AND DISPOSAL	Maintained until employee leaves department or information/file is forwarded to Human Resources Division.

**PERSONAL INFORMATION BANKS
PLANNING SERVICES DEPARTMENT**

NAME OF BANK	POLICY PLANNING DIVISION CURRENT EMPLOYEE FILES
LOCATION	The office of the Director of Policy Planning – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Performance appraisals, certificates and other information related to performance
USES	Annually for performance appraisals and attendance
USERS	Director of Policy Planning and Commissioner of Planning Services
INDIVIDUALS COVERED	Current Policy Planning Division employees
RETENTION AND DISPOSAL	Maintained until employee leaves department

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NAME OF BANK	DEPARTMENTAL PERSONNEL FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Material kept both in files and on the corporate computer system consisting of duplicate information sent to or received from Human Resources. Information includes names, addresses, phone numbers and job related information about present departmental employees. Information on the corporate computer system includes requests for job upgrading, pay equity issues and other matters related to performance.
USES	To confirm vacation requests or for follow up on matters related to performance of an individual.
USERS	Department head, Co-ordinator of Administrative Services, Administrative Assistant to the Commissioner, Human Resources personnel
INDIVIDUALS COVERED	Present departmental employees
RETENTION AND DISPOSAL	Kept until employee terminates then file transferred to Human Resources or destroyed.

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NAME OF BANK	CO-ORDINATOR OF ADMINISTRATIVE SERVICES PERSONNEL FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Job descriptions, complaints, letters and notes regarding staff issues. Information includes names, addresses, phone numbers and job related information about staff. List of management committee names, phone numbers for home and office and cell numbers as well as pin numbers for Blackberry devices. Emergency Plan information containing names and addresses.
USES	To confirm vacation requests or for follow up on matters related to performance of an individual. Management committee information

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	is updated monthly and is used in conjunction with the Emergency Plan.
USERS	Department head, Co-ordinator of Administrative Services, Administrative Assistant to the Commissioner, Human Resources personnel
INDIVIDUALS COVERED	Present departmental employees
RETENTION AND DISPOSAL	Kept until employee terminates then file transferred to Human Resources.

**PERSONAL INFORMATION BANKS
TRANSPORTATION AND PUBLIC WORKS**

NAME OF BANK	PARKING PERMIT APPLICATIONS PUBLIC PERMITS AND RESERVED PARKING PERMITS
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, telephone number, postal code, licence plate number, vehicle colour, vehicle make
USES	To provide permits to qualified applicants, to verify request for replacement permits
USERS	Parking operation and administrative staff, finance staff handling applications
INDIVIDUALS COVERED	Holders of permits, public parking in municipal lots, holders of reserved parking permits
RETENTION AND DISPOSAL	Life of permit plus 6 years.

NAME OF BANK	MANAGER OF ENGINEERING FIELD SERVICES EMPLOYEE FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Layoff and recall letters, grievances and resumes.
USES	To confirm vacation requests of to follow up on matters related to

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	job performance of an individual. Reference copies and to determine past practices
USERS	Manager of Engineering Field Services and Survey Co-ordinator
INDIVIDUALS COVERED	Present Engineering Field Services staff
RETENTION AND DISPOSAL	Employee information kept until employee terminates, then transferred to Human Resources or destroyed.

**PERSONAL INFORMATION BANKS
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NAME OF BANK	DOG TAG LICENCES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St. Technical Services staff may access information on corporate servers for maintenance purposes.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Dog owners name, address, phone number, tag number, postal code, dog's name, color and breed
USES	Animal control, dog tag renewals, animal retrieval
USERS	Departmental staff, animal control officers
INDIVIDUALS COVERED	Dog owners
RETENTION AND DISPOSAL	Receipts kept for 6 years under corporate file management system.
NAME OF BANK	PARKING INFRACTIONS
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	POA II – Parking Tickets
INFORMATION MAINTAINED	Name, address, sex, birth date, vehicle plate numbers, makes, model, colour of vehicle
USES	Parking violation enforcement
USERS	Parking operation and administrative staff
INDIVIDUALS COVERED	People with parking violations
RETENTION AND DISPOSAL	Thirty days after a parking infraction has been paid or a minimum of two years as laid out in POA II

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	Six years under corporate file management system
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NAME OF BANK	DIRECTOR OF ENGINEERING SERVICES PERSONNEL RECORDS
LOCATION	Office of the Director of Engineering Services City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Job Descriptions, Job Appraisals, resumes, recruitment information and grievances
USES	Reference copies with possible use for disciplinary actions
USERS	Department Head, Co-ordinator of Administrative Services, Administrative Assistant to the Commissioner, Human Resources personnel
INDIVIDUALS COVERED	Present Engineering Services Employees
RETENTION AND DISPOSAL	Employee information is kept until employee terminates then transferred to Human Resources.
NAME OF BANK	ASSET MANAGEMENT PERSONNEL RECORDS
LOCATION	Office of the Director of Asset Management and Support Services City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Job Descriptions, complaints and issues and reminders to staff, letters and notes regarding staff issues.
USES	Reference copies with possible use for discipline.
USERS	Director of Asset Management and Supply Services
INDIVIDUALS COVERED	Asset Management and Administration departmental staff
RETENTION AND DISPOSAL	File is kept until employee terminates then transferred to Human Resources or destroyed

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NAME OF BANK	PUBLIC WORKS DIVISION MANAGERS' PERSONNEL RECORDS
LOCATION	Administration Office – Public Works
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Personal contact information, copy of current drivers licence, disciplinary letters, acceptance letters, absentee records and vehicle accident records.
USES	Reference copies.
USERS	Public Works managers
INDIVIDUALS COVERED	Public Works employees
RETENTION AND DISPOSAL	Maintained until employee leaves the department and then destroyed.
NAME OF BANK	PUBLIC WORKS DIVISION EMPLOYEE HEALTH AND TRAINING RECORDS
LOCATION	Administration Office – Public Works
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2) and order of the Ministry of Public Works
INFORMATION MAINTAINED	Health and Safety records and qualifications
USES	Reference copies.
USERS	Public Works managers
INDIVIDUALS COVERED	Public Works employees
RETENTION AND DISPOSAL	Maintained until employee leaves the department and then destroyed.

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NAME OF BANK	MANAGER OF DESIGN AND CONSTRUCTION ENGINEERING PERSONNEL RECORDS
LOCATION	Office of the Manager of Traffic and Engineering – City Hall, 50 Dickson St
LEGAL	Municipal Act 2001 or the Municipal Freedom of Information and

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AUTHORITY	Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Layoff and recall letters, grievances and resumes.
USES	To confirm vacation requests or to follow up on matters related to performance of an individual. Reference copies with possible use for disciplinary actions.
USERS	Manager of Design and Construction Engineering
INDIVIDUALS COVERED	Present Design and Construction Engineering staff
RETENTION AND DISPOSAL	Employee information kept until employee terminates, then transferred to Human Resources or destroyed.
NAME OF BANK	CROSSING GUARD CO-ORDINATOR PERSONNEL FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Resumes containing names, addresses and telephone numbers for crossing guards
USES	To confirm vacation requests or to follow up on matters related to the performance of an individual. Reference copies for disciplinary actions.
USERS	Manager of Design and Construction Engineering
INDIVIDUALS COVERED	Present Crossing Guards
RETENTION AND DISPOSAL	Employee information maintained until employee terminates, then transferred to Human Resources or destroyed.

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TRANSPORTATION AND PUBLIC WORKS**

NAME OF BANK	DEPARTMENTAL PERSONNEL FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Material kept both in files and on the corporate computer system consisting of duplicate information sent to or received from Human Resources. Information includes names, addresses, phone

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	numbers and job related information about present departmental employees. Information on the corporate computer system includes requests for job upgrading, pay equity issues and other matters related to performance.
USES	To confirm vacation requests or for follow up on matters related to performance of an individual.
USERS	Department head, Co-ordinator of Administrative Services, Administrative Assistant to the Commissioner, Human Resources personnel
INDIVIDUALS COVERED	Present departmental employees
RETENTION AND DISPOSAL	Kept until employee terminates then file transferred to Human Resources or destroyed.

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NAME OF BANK	CO-ORDINATOR OF ADMINISTRATIVE SERVICES PERSONNEL FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Job descriptions, complaints, letters and notes regarding staff issues. Information includes names, addresses, phone numbers and job related information about staff. List of management committee names, phone numbers for home and office and cell numbers as well as pin numbers for Blackberry devices. Emergency Plan information containing names and addresses.
USES	To confirm vacation requests or for follow up on matters related to performance of an individual. Management committee information is updated monthly and is used in conjunction with the Emergency Plan.
USERS	Department head, Co-ordinator of Administrative Services, Administrative Assistant to the Commissioner, Human Resources personnel
INDIVIDUALS COVERED	Present departmental employees

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RETENTION AND DISPOSAL	Kept until employee terminates then file transferred to Human Resources.
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**PERSONAL INFORMATION BANKS
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NAME OF BANK	PARKING PERMIT APPLICATIONS PUBLIC PERMITS AND RESERVED PARKING PERMITS
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Name, address, telephone number, postal code, licence plate number, vehicle colour, vehicle make
USES	To provide permits to qualified applicants, to verify request for replacement permits
USERS	Parking operation and administrative staff, finance staff handling applications
INDIVIDUALS COVERED	Holders of permits, public parking in municipal lots, holders of reserved parking permits
RETENTION AND DISPOSAL	Life of permit plus 6 years.
NAME OF BANK	MANAGER OF ENGINEERING FIELD SERVICES EMPLOYEE FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Layoff and recall letters, grievances and resumes.
USES	To confirm vacation requests or to follow up on matters related to job performance of an individual. Reference copies and to determine past practices
USERS	Manager of Engineering Field Services and Survey Co-ordinator
INDIVIDUALS COVERED	Present Engineering Field Services staff
RETENTION AND DISPOSAL	Employee information kept until employee terminates, then transferred to Human Resources or destroyed.

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NAME OF BANK	DOG TAG LICENCES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St. Technical Services staff may access information on corporate servers for maintenance purposes.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Dog owners name, address, phone number, tag number, postal code, dog's name, color and breed
USES	Animal control, dog tag renewals, animal retrieval
USERS	Departmental staff, animal control officers
INDIVIDUALS COVERED	Dog owners
RETENTION AND DISPOSAL	Receipts kept for 6 years under corporate file management system.
NAME OF BANK	PARKING INFRACTIONS
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	POA II – Parking Tickets
INFORMATION MAINTAINED	Name, address, sex, birth date, vehicle plate numbers, makes, model, colour of vehicle
USES	Parking violation enforcement
USERS	Parking operation and administrative staff
INDIVIDUALS COVERED	People with parking violations
RETENTION AND DISPOSAL	Thirty days after a parking infraction has been paid or a minimum of two years as laid out in POA II Six years under corporate file management system

**PERSONAL INFORMATION BANKS
TRANSPORTATION AND PUBLIC WORKS**

NAME OF BANK	DIRECTOR OF ENGINEERING SERVICES PERSONNEL RECORDS
LOCATION	Office of the Director of Engineering Services

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	City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Job Descriptions, Job Appraisals, resumes, recruitment information and grievances
USES	Reference copies with possible use for disciplinary actions
USERS	Department Head, Co-ordinator of Administrative Services, Administrative Assistant to the Commissioner, Human Resources personnel
INDIVIDUALS COVERED	Present Engineering Services Employees
RETENTION AND DISPOSAL	Employee information is kept until employee terminates then transferred to Human Resources.
NAME OF BANK	ASSET MANAGEMENT PERSONNEL RECORDS
LOCATION	Office of the Director of Asset Management and Support Services City Hall, 50 Dickson St.
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Job Descriptions, complaints and issues and reminders to staff, letters and notes regarding staff issues.
USES	Reference copies with possible use for discipline.
USERS	Director of Asset Management and Supply Services
INDIVIDUALS COVERED	Asset Management and Administration departmental staff
RETENTION AND DISPOSAL	File is kept until employee terminates then transferred to Human Resources or destroyed

**PERSONAL INFORMATION BANKS
TRANSPORTATION AND PUBLIC WORKS**

NAME OF BANK	PUBLIC WORKS DIVISION MANAGERS' PERSONNEL RECORDS
LOCATION	Administration Office – Public Works
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Personal contact information, copy of current drivers licence, disciplinary letters, acceptance letters, absentee records and

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	vehicle accident records.
USES	Reference copies.
USERS	Public Works managers
INDIVIDUALS COVERED	Public Works employees
RETENTION AND DISPOSAL	Maintained until employee leaves the department and then destroyed.
NAME OF BANK	PUBLIC WORKS DIVISION EMPLOYEE HEALTH AND TRAINING RECORDS
LOCATION	Administration Office – Public Works
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2) and order of the Ministry of Public Works
INFORMATION MAINTAINED	Health and Safety records and qualifications
USES	Reference copies.
USERS	Public Works managers
INDIVIDUALS COVERED	Public Works employees
RETENTION AND DISPOSAL	Maintained until employee leaves the department and then destroyed.

**PERSONAL INFORMATION BANKS
TRANSPORTATION AND PUBLIC WORKS**

NAME OF BANK	MANAGER OF DESIGN AND CONSTRUCTION ENGINEERING PERSONNEL RECORDS
LOCATION	Office of the Manager of Engineering Services – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Layoff and recall letters, grievances and resumes.
USES	To confirm vacation requests or to follow up on matters related to performance of an individual. Reference copies with possible use for disciplinary actions.
USERS	Manager of Design and Construction Engineering

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INDIVIDUALS COVERED	Present Design and Construction Engineering staff
RETENTION AND DISPOSAL	Employee information kept until employee terminates, then transferred to Human Resources or destroyed.
NAME OF BANK	CO-ORDINATOR OF CROSSING GUARDS PERSONNEL FILES
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Resumes containing names, addresses and telephone numbers for crossing guards
USES	To confirm vacation requests or to follow up on matters related to the performance of an individual. Reference copies for disciplinary actions.
USERS	Manager of Transportation Engineering and Co-ordinator of Crossing Guards
INDIVIDUALS COVERED	Present Crossing Guards
RETENTION AND DISPOSAL	Employee information maintained until employee terminates, then transferred to Human Resources or destroyed.

**PERSONAL INFORMATION BANKS
TRANSPORTATION AND PUBLIC WORKS**

NAME OF BANK	MANAGER OF TRANSPORTATION ENGINEERING PERSONNEL RECORDS
LOCATION	Transportation and Engineering – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Layoff and recall letters, grievances and resumes.
USES	To confirm vacation requests or to follow up on matters related to performance of an individual. Reference copies with possible use for disciplinary actions.
USERS	Manager of Transportation Engineering
INDIVIDUALS COVERED	Present Transportation Engineering staff

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RETENTION AND DISPOSAL	Employee information kept until employee terminates, then transferred to Human Resources or destroyed.
NAME OF BANK	MANAGER OF PARKING OPERATIONS PERSONNEL RECORDS
LOCATION	Transportation and Public Works – City Hall, 50 Dickson St
LEGAL AUTHORITY	Municipal Act 2001 or the Municipal Freedom of Information and Protection of Privacy Act, Section 28 (2)
INFORMATION MAINTAINED	Layoff and recall letters, grievances and resumes.
USES	To confirm vacation requests or to follow up on matters related to performance of an individual. Reference copies with possible use for disciplinary actions.
USERS	Manager of Parking Operations and Manager of Transportation Engineering
INDIVIDUALS COVERED	Present Parking Operations staff
RETENTION AND DISPOSAL	Employee information kept until employee terminates, then transferred to Human Resources or destroyed.