

Schedule “A” to By-law XX-2025

Northumberland County Records Retention Schedule

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Northumberland County Records Retention Schedule

Administration

Includes records regarding routine administration and office services.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
A01	Associations and Organizations Includes records regarding organizations and associations (e.g. AMCTO, EOWC, etc.) to which staff members belong or with which they communicate in the course of their duties. Includes correspondence, minutes, agendas, notices, and reports.	Originating	1	Y	Excludes: Membership Fees (F01)
A02	Staff Committees and Meetings Includes records regarding the activities of staff committees, working groups, and teams. Includes notices of meetings, agendas, minutes, presentations received, terms of reference, etc. Examples include intermunicipal committees, departmental meetings, and the Management Operating Committee.	Originating	4	Y	Excludes: Associations/Organizations (A01), Council Agendas and Minutes (C04), Standing Committee Agendas and Minutes (C05), Health and Safety Committee Meetings (H04), Health and Safety Inspections (P06)

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A03	Computer Systems and Architecture Includes records relating to the design of computer systems and/or software and network architecture, including needs assessments, business cases, project management documentation, user and system requirements, specifications, testing plans and results, meeting minutes, and product evaluations. May also include requests for significant modifications, fixes, or upgrades.	IT	S+6	N	Excludes: Acquisitions (F18)
A04	Conferences and Seminars Includes invitations, approvals, agendas, notes on proceedings, and other records regarding conferences, conventions, seminars, and special functions attended by staff, or sponsored by the municipality. Also includes records regarding travel and accommodation arrangements.	Originating	1	Y	Only those sponsored by the municipality are subject to archival review. Excludes: Speeches and Presentations (M08), Employee and Council Expenses (F09), Ceremonies and Events (M02), Invoices (F01), Rental Agreements (C01, L04, L14)

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A05	Information Systems Production Activity & Control Includes records related to computer system operations. Includes activity logs, help desk tickets, change control sheets, change orders, and file access control reports.	IT	2	N	-
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings, fuel, and small equipment stock levels.	Originating	6	N	Excludes: Assets (F06)
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture, such as chairs, desks, tables, photocopiers, printers, and scanners.	Originating	E	N	E = Disposal of item Excludes: Computer Hardware and Software (A03), Service Agreements (L14), Assets (F06)

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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 management of forms and templates.	Originating	1	N	-
A09	Policies and Procedures Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	Originating	S+15	Y	-
A10	Records Management Includes records regarding the management of corporate records, regardless of medium. Records include file listings, classification structures, feasibility studies, and records centre operations.	IT	S	N	Excludes: Records Retention By-law (C01), Policies and Procedures (A09), Records Disposition (A11)

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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 as well as the archival collection register of holdings.	IT NCAM	P	N	-
A12	Telecommunication Systems Includes records regarding all types of telecommunication systems. Includes telephone systems, fax machines, base and mobile stations, towers, antennae, EMS communication systems, and 911 emergency systems.	IT	S	N	Excludes: Licenses (P09), Assets (F06), Long Distance Call Records (F01), Agreements (L04, L14)
A13	Access Control and Passwords Records related to the management of and access to programs. Includes individual access, password management, etc.	IT	S	N	-
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff.	Originating	S	Y	-

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A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.	Originating	2	N	Excludes: Purchase Orders and Requisitions (F17), Office Equipment (A07), Fleet Management (V01)
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government.	Originating	5	Y	-

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A17	Information Access and Privacy Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).	Clerk's	E+2	N	E = file closed Excludes: Non-MFIPPA Complaints and Inquiries (M04)
A18	Security Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.	Originating	5	N	Excludes: Vandalism Reports (P05), Computer Security (A03) Video footage retained in accordance with Video Surveillance Policy.

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A19	Facilities Construction and Renovation Includes records regarding the planning and construction of municipal facilities such as office buildings, EMS stations, and housing. Includes site meetings, consultant reports, cost reports, and architectural and engineering drawings. Also includes sand domes, salt sheds, garage modifications, and records storage facilities.	Originating	E+2	Y	E = Completion of project Excludes: Site Plans (D11) Specifications are kept permanently.
A20	Building and Property Maintenance Includes records regarding the maintenance of the municipality's buildings and properties. Includes exterior maintenance to buildings, landscaping, groundskeeping, and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning, and pest control, as well as licenses for devices such as elevators.	Originating	5	N	Setup tests and manuals = equipment removed + 1 year Excludes: Forest Management (E18), Contracts (L04 or L14), Vandalism/Damage Reports (P05)

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
A21	Accessibility of Services Includes records related to the accessibility of municipal buildings, services, and information to disabled persons. Includes multi-year accessibility plans, efforts to remove barriers, and notices of availability of these services.	Originating	5	N	-

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Council, Boards and By-laws

Includes records regarding the establishment of policy and by-laws, and the operations of Council and Boards for which Council is responsible.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
C01	By-Laws, Motions, Resolutions of County Council Includes final versions of the County's by-laws and amendments and attachments that are legally part of the by-laws. Also includes final signed versions of resolutions and motions of Council.	Clerk's	P	Y	-
C02	By-Laws, Motions, Resolutions – Other Municipalities Includes final versions of by-laws motions, and resolutions of other municipalities which are of interest.	Clerk's	S	N	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
C04	Council Agendas and Minutes Records related to the meetings, duties and functions of County Council. Includes notices of meetings and agendas, meeting minutes, reports, working papers and correspondence, as well as material related to delegations and petitions made to Council. Also includes closed Council session agendas and minutes.	Clerk's	P	Y	Working notes are kept for 4 years.
C05	Committee Agendas and Minutes Includes records regarding activities of Steering Committees where members are appointed by County Council. Records include agendas, minutes, appointments to committees, reports, activity reports, presentations, terms of reference, and membership lists.	Clerk's	P	Y	Working notes are kept for 4 years
C06	Elections Includes election results and oaths taken by Council members.	Clerk's	5	Y	-

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Code	Records Classification	Responsible Office	Retention	Archiva Selection	Remarks
C07	Goals and Objectives Includes records concerning strategic planning, goals, objectives, values, vision, and mission statements.	Originating	S+10	Y	-

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Development and Planning

Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
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 the workforce, etc.	Originating	S+10	Y	Excludes: Vital Statistics (L12)
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.	Economic Development	S+10	Y	Excludes: Demographic Studies (D01), Residential Development (D04), Tourism Development (D06), Industrial, Commercial and Agricultural Development (D21).

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
D03	Environmental Planning Includes records related to the monitoring of environmental policies and regulations. Also includes records regarding general types of environmental and waste management studies with long range planning emphasis, such as storm drainage, flood control, parks and open spaces planning, Waste Management Master Plan, landfill site development, Environmental Assessments.	Originating	S+15	Y	Excludes: Air Quality Monitoring (E05), Water Monitoring (E13), Waste Management (E07), Forest Management (E18)
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments, reports, and studies of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Originating	S+10	Y	-
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism.	Tourism	S+10	Y	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
D08	Official Plans Includes the official plan, and exemptions 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.	Clerk's	P	Y	Excludes: Official Plan Amendment Applications and Background Reports (D09)
D09	Official Plan Amendment Applications and Background Reports Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions, and decisions.	Clerk's	E+5	Y	E = final decision or reflected in revised official plan
D10	Severances Includes records regarding the granting of severances to parcels of land including application for severance.	Public Works - Engineering	E+6	Y	E = final decision of application Excludes: severances of County owned property, purchase/gifting of severances to County (L07)

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
D11	Site Plan Control Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments, and correspondence. Also includes correspondence regarding parking areas, drainage and driveways, setbacks/entrances, site plans, drawings, technical reports, clearance letters, background information, applications.	Public Works - Engineering	P	N	Application = 2 years after final decision Excludes: Systems for Servicing Land (E06), Site Plan Agreements (L04)
D13	Variances Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.	Originating	P	Y	Excludes: Budget Variances (F05)
D14	Zoning Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.	Originating	E+2	Y	E = final decision Surveys, Registered Plans retained permanently

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D15	Easements Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.	Public Works - Engineering	E+6	Y	E = Termination of Right Excludes: Original Agreements (L04)
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.	Public Works - Engineering	E+6	Y	E = Termination of Right Excludes: Original Agreements (L04), Original Encroachment By-Law (C01)
D17	Annexation and Amalgamation Includes all records pertaining to the annexing and amalgamation of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on County restructuring.	Public Works - Engineering	P	Y	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks
D18	Community Improvement Includes records, studies, statistics, and any required background information on community development programs.	Originating	6	Y	Excludes: Economic Development (D02)
D21	Industrial, Commercial and Agricultural Development Includes records regarding the promotion and development of industry, commerce, and agriculture. Records include studies, statistics, projections, etc.	Economic Development	10	Y	-
D22	Mapping Includes all records used to produce maps and updates in a digital format.	Public Works - Engineering	S	Y	Excludes actual data residing in these systems

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Environmental Services

Includes records regarding provision of public works and other environmental services other than roads. Includes sewers, waste management, environmental monitoring, and forest management.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
E01	Landfill Monitoring Reports Includes background and supporting information regarding the annual landfill monitoring reports and the reports themselves.	Waste	P	Y	Excludes: Waste Management (E07)
E02	Storm Sewers Includes records regarding the design, construction, and maintenance of storm sewers.	Public Works - Engineering	5	Y	Specifications are kept permanently
E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity. Also includes claims and compliance orders.	Facilities GPL Waste	7	Y	Excludes: Water Quality (E13), By-Law Enforcement (P01), Complaints and Inquiries (M04), Employee exposure to infectious, environmental, hazardous materials (H17)

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.	Public Works - Engineering Originating	5	Y	Excludes: Site Plans (D11)
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports.	Waste	10 Post landfill closure documentation = closure date + 25 years	Y	Excludes: Landfill Monitoring Reports (E01), Environmental Planning (D03), Private Sewage Disposal Systems (E12)

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
E10	Pits and Quarries Includes records regarding the design, construction, maintenance, and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications, and correspondence.	Public Works - Engineering	5 Specifications are kept for the life of the pit or quarry	Y	-
E12	Private Sewage Disposal Systems Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	Facilities	7	Y	Specifications are kept permanently.

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
E13	Water Monitoring & Sampling Includes records regarding the routine monitoring of water quality, water quantity, annual reports, and chemical samples collected, as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and storm water. Also Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notice to Ministry – Spills Action Centre and local Health Unit.	Public Works - Engineering Originating	15	Y	-
E14	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, and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	Public Works - Engineering Facilities	15	N	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
E16	Backflow Prevention and Cross Connection Control Includes records relating to backflow prevention and cross connection control by-law program. Records include cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications, plumbing drawings/schematics, correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	Facilities GPL	15	N	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
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 retrofit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.	Facilities	7	N	Excludes: Reports to Council (C08), Energy Management Committee Minutes (A02)
E18	Forest Management Includes descriptions, reports, studies, work logs, fire protection plans, and other records related to the management, maintenance, and preservation of the County forest and woodlands within Northumberland County.	Natural Heritage	5	Y	Excludes: By-law Enforcement (P01), Contracts (C01, L04, L14), Forestry Permits (P11), Mapping (D22), Recreational Programming (R02), Reports to Council (C08), Complaints (M04)

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Finance and Accounting

Includes records regarding the management of funds.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account (with supporting documentation), cheque requisitions, rebates, levies payable, reports, telephone bills, membership fees, etc.	Finance	7	N	Excludes: Cancelled Cheques (F07), Employee and Council Expenses (F09)
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.	Finance	7	N	Excludes: Write-offs (F23), Tax Assessments, Rolls, and Arrears (F22), Revenues (F21)
F03	Audits Includes records regarding internal and external financial audits of accounts.	Finance	7	N	Excludes: Operational Audits (see relevant subject), Audited Financial Statements (F10)

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
F04	Banking Includes records regarding banking transactions and relationship with banks. Includes bank reconciliations, statements, and deposit records.	Finance	7	N	-
F05	Budgets and Estimates Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations, and background documentation. Also includes budget variances.	Finance Originating	15	Y	Departmental working notes kept for 2 years
F06	Assets Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.	Finance	E+10	Y	E = disposal of asset Excludes: Land Acquisition and Sale (L07)

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
F07	Cheques Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, NSF cheques and bank statements.	Finance	7	N	-
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.	Finance	E+7	N	E = debenture surrendered for cancellation or exchange
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include credit card information.	Finance HR	7	N	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
F10	Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements.	Finance	P	Y	Excludes: all working notes, calculations, and background documentation (F26)
F11	Grants and Loans 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.	Finance Copies to originating department	E+7	Y	E = expiry of contract when final report submitted, received, and approved
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	Finance	E+7	N	E = closure of account
F13	Journal Entries, Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	7	N	-

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Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
F14	Subsidiary Ledgers, Registers and Journals Includes all subsidiary ledgers, registers, and journals such as A/P and A/R Journals, Payroll, Cheque and Debenture Registers.	Finance Payroll & Benefits	7	N	-
F15	General Journals & Ledgers Includes records relating to and the final version of the auditor reviewed year-end General Journal. Includes auditor reviewed year-end detailed trial balances.	Finance	P	Y	-
F16	Payroll Includes all records of payments of salary, wages, and deductions to employees. Includes time sheets, pay lists, benefit reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council.	Payroll & Benefits	7	N	Excludes: Payroll Registers (F14)
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.	Finance	7	N	Excludes: Quotations and Tenders (F18)

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F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes requests for proposal, invitations to tender, proposals, tender submissions, pre-qualifications, and all documentation regarding the selection process.	Finance	7	Y	Excludes: successful quotations and tenders (L04, L07)
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals, and taxes.	Finance	7	N	-
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds as reserves for working funds, contingencies, future capital projects and information systems, etc.	Finance	7	N	-

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F21	Revenues Includes records regarding the generation of revenues other than taxes, such as developmental charges, severance fees, auction sales, donations to municipalities, and tipping tickets.	Finance	7	N	Excludes: Accounts Receivable (F02), Tax Rolls (F22)
F22	Tax Rolls and Records Includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.	Finance	P	Y	Excludes: Accounts Receivable (F02), Mortgage Companies (F02)
F23	Write-offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	Finance	7	N	Excludes: Accounts Receivable (F02)

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F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, Homes for the Aged Residents and Ontario Home Renewal Program.	Finance	E+7	N	E = closure of the account
F25	Security Deposits Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).	Finance	E+7	N	E = closure of the account
F26	Working Papers Includes all working notes, calculations and background documentation used to calculate financial statements such as monthly trial balances.	Finance	5	N	Excludes: Financial Statements (F10)

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Human Resources

Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H01	Attendance and Scheduling Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, etc.	Originating Payroll & Benefits	3	N	Excludes: Individual Time Sheets (F16)
H02	Benefits Includes brochures, rates, quotes, correspondence, and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.	Payroll & Benefits	S	N	Excludes: Payroll (F16)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, training and professional development attendance and employee assistance. Includes part-time, student employees, volunteers, severance and termination records, and background checks.	HR EMS GPL	E+10	N	-
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes incident reports, WSIB reports, information on health and safety programs for staff, WHMIS and MSDS information. Also includes Health & Safety Committee meeting minutes.	HR Health & Safety		N	Excludes: Incidents of the Public (P05), lost-time reports and claims (H13)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H05	Human Resource Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records.	HR	E+5	Y	E = day last used Excludes: Employee Records (H03)
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	HR	S	Y	-
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.	HR	P	Y	Excludes: Collective Agreements (L04)
H08	Organizational Structure Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	HR	S	Y	Excludes: Job Descriptions (H06)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.	Payroll & Benefits	P	Y	Excludes: Employee Records (H03)
H10	Pension and Benefits Records Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.	Payroll & Benefits	E+6	N	-
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	HR	3	N	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.	HR Originating	E+3	Y	E = date when that particular course is no longer offered Only courses developed and presented by the County are subject to archival selection.
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, , STD or LTD. Includes written notice of occurrence, incident report.	Payroll & Benefits	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	N	E = date the employee is no longer employed by the County Excludes: non lost-time incidents (H04), self-insured STD (H01), Employee records – Infectious, Environmental, and Hazardous Materials Exposures (H17)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H14	Grievances Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports, and final resolution including arbitration and arbitration awards.	HR	P	N	
H15	Harassment – Complaints, Investigation and Reports 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.	HR	E+7	N	E = resolution of the complaint Excludes: Grievances (H14), abuse investigation records not involving staff (P08)
H16	Confined Spaces Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces.	HR	2	N	Must always retain 2 most recent reports

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
H17	Employee Medical Records – Hazardous Materials Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	HR Health & Safety	E+40 or 20 years after last records of exposure	N	E = date the employee is no longer employed by the County
H19	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.	HR	E+5	N	E = file closed date (day issued or earlier as may be specified by Commission)

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Northumberland County Records Retention Schedule

Justice

Includes records regarding POA and Court activities.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
J01	Certificates of Offence – Part I	Legal Services	Refer to Court Services provincial retention timelines.	N	-
J02	Informations – Part III / Accident and Careless Driving Part I	Legal Services	Refer to Court Services provincial retention timelines	N	-
J03	Control Lists / Justice Reports	Legal Services	Refer to Court Services provincial retention timelines	N	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
J04	Court Dockets	Legal Services	Refer to Court Services provincial retention timelines	N	-
J05	Transcripts and Records of Court Proceedings	Legal Services	Refer to Court Services provincial retention timelines	N	-
J06	Enforcements and Suspensions	Legal Services	Refer to Court Services provincial retention timelines	N	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
J07	Appeals and Transfers	Legal Services	Refer to Court Services provincial retention timelines	N	-
J08	Statistics/Payment Tracking	Legal Services	Refer to Court Services provincial retention timelines	N	-
J09	Disclosure Includes information requested by individuals in preparation for court cases.	Legal Services	6	N	-
J10	Certificates of Conviction – Part II Includes Court and POA records including Part II – Certificates of Conviction.	Legal Services	6	N	-

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Northumberland County Records Retention Schedule

Legal Affairs

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
L01	Appeals and Hearings Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgements. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also OMB hearings, orders issued by regulatory bodies and boards.	Legal Services	P	N	Excludes: Litigation (L02, L03), Harassment & Violence (H15), Access to information appeals (A17)
L02	Claims Against the Municipality Includes all litigation made by other parties against the municipality and any potential claims.	Legal Services	E+15	N	E = resolution of the claim and all appeals Excludes: Appeals and Hearings (L01)
L03	Claims by the Municipality Includes all litigation made against other parties by the municipality.	Legal Services	E + 15	N	E = resolution of the claim and all appeals

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
L04	Contracts and Agreements – Complex Includes all agreements entered into by the municipality which require the County Seal to be attached or total \$25,000 or more during the contract term. Also includes collective agreements, subdivision agreements, easements, encroachments, area ways and laneways, Certificates of Approvals, maintenance agreements, rental contracts/leases, correspondence, contractor reports/work logs, and documents regarding appointment and monitoring of contracts.	Finance Copies to originating departments	E+15	Y	E = date the contract or agreement is fulfilled or terminated
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	Finance	E+15	N	E = after a new appraisal has been done
L06	Insurance Policies Includes municipal insurance policy documents, such as vehicle, liability, theft and fire insurance.	Finance	E+15	N	E = expiry of policy

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land such as lot sales, buffer land surrounding landfills, ally closing and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters, surveys and appraisals.	Originating	E+10	Y	E = property disposition or acquisition
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Legal Services Originating	S	Y	-
L09	Precedents Includes records regarding judgements & decisions which may affect the municipality's position in actual or potential legal matters.	Originating	N/A	N	Reference – discard when no longer useful

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	Originating	N/A	N	Reference – discard when no longer useful
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	N/A	N	Reference – discard when no longer useful
L12	Vital Statistics Includes records regarding offense prosecutions under the Vital Statistics Act.	Legal Services	1	N	-
L13	Prosecutions Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.	Legal Services	E+7	N	E = delivery of judgement Excludes: By-law Enforcement (P01), Appeals and Hearings (L01)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
L14	Contracts and Agreements – Simple Includes all agreements entered into by the municipality which do not require the County Seal to be attached or total less than \$25,000 during the contract term. Includes maintenance contracts, rental agreements, waivers, correspondence, contractor reports/work logs, and documents regarding appointment and monitoring of contracts.	Finance Copies to originating departments	E+2	Y	E = expiry of contract Long-term care provider agreements are kept for E+7

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Northumberland County Records Retention Schedule

Media and Public Relations

Includes records regarding the municipality's relationship with the media and the general public

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, transit, etc.	Originating	1	Y	-
M02	Ceremonies & Events Includes records regarding participation in special events, openings, and anniversaries. Also includes records regarding the set-up and running of special events.	Originating	5	Y	-
M03	Charitable Campaigns and Fundraising Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, community interest groups, etc.	Originating	1	Y	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
M04	Complaints, Commendations, and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request.	Originating	5	Y	Excludes: Information Access and Privacy (A17), Grievances or harassment/violence complaints by or against employees (H14, H15)
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	Originating	1	Y	-
M06	Media Releases Includes background notes and final versions of news releases issued by the County. Includes messages for inclusion in special event programs.	Originating	1	Y	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
M07	Publications Includes typed manuscripts, artwork, printed copies, and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	Originating	S	Y	-
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	Originating	3	Y	Excludes: Media coverage of speeches (M05), News Releases (M06)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Originating	S+5	Y	-
M10	Website and Social Media Content Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites.	Originating	S+2	N	Excludes: published website content (M07)
M11	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	Originating	5	Y	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
M12	Intellectual Property Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	Originating	E+5	N	E = copyright, patent or trademark expired or last used

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Protection and Enforcement Services

Includes records regarding the operational functions of Paramedics, licensing, public protection, and permits.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws, such as orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, etc.	Waste Forest	6	Y	-
P02	Daily Occurrence Logs Includes daily logs maintained by the Chief Building Official.	Facilities	5	Y	-
P03	Emergency Planning and Response Includes records regarding the planning, testing, rehearsal of and response to emergency, safety, and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	Originating	S	Y	E+5 if Canadian Environmental Protection Act Applies (E = expiry of plan)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire or environmental hazards. Also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substance control.	Originating	5	N	-
P05	Incident Reports Includes vandalism and security incident reports and reports of incidents that occur at recreational facilities and other municipal properties.	Originating	5	N	Excludes: Security (A18), Incidents of Municipal Staff (H04), Compensation Claims and Vehicle Incidents (L02, L03), Social Services and GPL Clients (see appropriate S code), EMS Incident and Impact Reports (P17)
P06	Building, Structural, and Health Inspections Includes inspection reports such as building, plumbing, fire prevention and other structural inspections for County owned/managed properties. Also includes health inspection reports conducted or performed by Health & Safety Committee or Fire Marshall on private, public and commercial properties.	Health & Safety Facilities	S+2	N	Excludes: By-law Enforcement (P01), Plumbing inspections completed by County Plumbing Inspector on private property (P10), Road/Bridge Inspections (T06)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
P08	Investigations Includes records of investigation pertaining to traffic collisions, ambulance activities, Quality Management Activities at GPL.	Originating	10	Y	Excludes: By-law Enforcement (P01), Harassment & Violence staff investigations (H15)
P09	Licenses Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing road vehicles, quarries, radios, etc.	Originating	E+2	N	E = expiry of license
P10	Plumbing Permits and Inspections Includes permits issued to builders, contractors and residents giving them permission to build or renovate plumbing structures. Also includes final inspections completed by the County's Plumbing Inspector relating to that permit.	Facilities	P	N	Excludes: all other permits (P11)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
P11	Permits, Other Includes applications and copies of permits issued by other government bodies within the Municipality, as well as permits issued giving permission to hold special events, transport oversize loads, erect signs, park on street, single trip, annual trip, entrance, set-back permits.	Originating	E+2	N	E = expiry of permit or final inspection completed
P12	Warrants Includes all warrants issued for By-Law enforcement purposes.	Legal Services			Execution of warrant + 2 Court services search warrants – 40 years
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity.	Legal Services	E+5	N	E = occurrence/investigation closed or disposition of charge Excludes: Employee Background Checks (H03), Investigations (P08), Prosecutions (L13)

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
P15	Community Protection Programs Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	Originating	S+2	N	E = no longer a program within the County
P16	Emergency Services Includes records regarding land ambulance and rescue services. Includes client files, ambulance call reports.	EMS	S+5	N	-
P17	EMS Incident, Collision, and Impact Reports Records associated with emergency medical services incident reporting. Includes collision reports for ambulance accidents, paramedic injury, suspected criminal activity, equipment malfunction, "near hits" injuries, VSA reports, etc.	EMS	E+5	N	E = date the incident or collision occurred

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
P18	EMS Collision Statistics Records associated with statistical reporting of collisions involving emergency medical services, traffic and work-related issues. Includes reports on services.	EMS	S+2	N	-

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Recreation and Culture

Includes records regarding the provision of recreational and cultural services to the community.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
R01	Museum and Archival Services Includes registers of holdings, museum programming, activity reports, historical society holders, archival operations, conversation information, and related records. May also include copy logs.	NCAM	S+3	Y	Excludes: Records Centre Operations (A10), Records Disposition (A11)
R02	Recreational and Educational Programming Includes correspondence, registrations, applications and general information regarding the development and delivery of recreational and educational programs to the community such as archival programs and displays, youth programs, sport and fitness, adult education, crafts and other programs.	Originating	3	Y	-

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Social and Health Care Services

Includes records regarding social services and health care programs.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
S01	Children's Services Client Files Includes records such as application for enrolment, emergency contact numbers, agreements, physician's letters, agency letters and narratives, referral information, consents to release information, notes and follow-up notes.	Community & Social Services – Early Years	E+7	N	E = No longer a client and all outstanding issues have been resolved/written off
S02	Outreach Client Files Includes records relating to participants in the County's outreach program. May include application, agreements, letters, narratives, referral information, consent to release information, notes and follow up notes.	Community and Social Services	E+5	N	E = No longer a client and all outstanding issues have been resolved/written off

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
S03	Long Term Care Facility Clients Includes records regarding individual residents of homes for the aged. Original application, copy of Power of Attorney, Admission Agreement, patient charts, diet and nutrition, physiotherapy, Indigent Elderly Patient reports, health card, incident reports.	GPL	E+10	N	E = date of last entry
S04	Social Assistance Programs Information Includes general program information regarding social, elderly, medical, family and child assistance programs and public health programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs, Community Support Services and Homes for the Aged. Includes qualification criteria, statistics, and evaluations for providing social assistance, family counselling, childcare programs in the community.	Originating	S+3	N	-

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
S05	Ontario Works Client Files Includes records regarding individual social assistance recipients. May include original signed forms, narratives from case workers, receipts, bank statements, case review sheets, overpayment, reconciliations, and other records required to meet eligibility. Includes direct deposit authorization, funeral files, no shows, and Income Reporting Cards, tribunal records & decisions, Temporary Care files.	Community and Social Services – Ontario Works	E+5	N	E = No longer and client and all outstanding issues have been resolved/written off
S06	Housing Tenant, Applicant Files Includes records regarding the provision of affordable rent in co- operative, non-profit housing or County owned buildings. Includes tenant/applicant information such as employment status, banking, income and assets information, benefits, family information such as rent paid, rent adjustments, leases, renewals and termination of lease, tribunal records & decisions.	Community and Social Services – Housing and Homelessness	E+7	N	E = no longer an applicant or until tenant vacates unit or is deceased and all outstanding issues have been resolved/written off

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
S07	Medical Waste Subsidy Program Includes records regarding the provision of a medical waste subsidy to residents of Northumberland County.	Waste	E+1	N	E = no longer a participant in program
S12	Provider Projects Includes all general records regarding the legal, operation, technical, and financial information of provider projects receiving subsidy. Also includes correspondence, emergency contact telephone lists, policies/procedures, fire inspections, agency inspections, reports. All other records filed according to subject.	Originating	E+7	N	E = no longer a provider

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Transportation Services

Includes records regarding the development and improvement of transportation systems.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
T01	Illumination, Signs, and Signals Includes records regarding the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian crossover lights, etc. Also includes records on power consumption. Includes records and studies regarding the manufacture and installation of signs and signals.	Public Works - Engineering	E+6	N	E = completion of project or removal of sign/signal Specifications/plans = permanent
T02	Parking Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Originating	E+6	N	E = closure of lot or space Excludes: Forest parking (E18)
T03	Public Transit Includes records regarding public transit systems. Includes surveys, correspondence, expansion and permanent closures.	Public Works - Engineering	E+10	Y	E = completion of project

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
T04	Road Design, Planning and Construction Includes estimates, studies, and other records regarding the design, planning and construction of roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. Also includes design of curbs, sidewalks, cycle ways, footpaths, walkways etc.	Public Works - Engineering	E+1	Y	E = project finished Specifications/plans = permanent
T06	Road and Bridge General Maintenance Includes records and studies regarding the inspection and maintenance of roads and bridges. Includes the installation of culverts, minor repairs to the road surfaces, line painting, curbs and sidewalks, cycleways, footpaths, walkways, records of tree removal, planting, trimming, pruning, and preservation. Also includes grading, plowing and sanding roads, snow removal, cleaning, and complaints.	Public Works - Engineering	10	N	Specifications/plans = permanent Patrol Sheets, Weather Reports & Diaries = permanent

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
T08	<p>Traffic</p> <p>Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, collision statistics and related records. Also includes speed zone complaints.</p>	Public Works - Engineering	E+6	Y	E = Project finished
T09	<p>Roads and Lanes Openings/Closures</p> <p>Includes records on roads and lanes closed on a permanent, temporary or regular basis. Records include reports, appraisals, correspondence and district court applications as well as records related to requests to open road and street allowances.</p>	Public Works - Engineering	E+2	Y	E = reopening of road/lane
T10	<p>Field Survey/Road Survey Books</p> <p>Includes engineering field survey notes as well as books.</p>	Public Works - Engineering	P	Y	E = project finished

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Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
T11	<p>Bridge Design, Planning and Construction</p> <p>Includes estimates, studies and other records regarding the design and planning of specific bridge projects such as construction, repairs and maintenance.</p>	Public Works - Engineering	E+11	Y	<p>E = project finished</p> <p>Specifications/plans = permanent</p>

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All numbers in retention columns refer to years

Vehicles and Equipment

Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, protective equipment, and related maintenance activities.

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
V01	Fleet Management Includes records of all vehicles and vehicle attachments currently leased or owned, operated, and maintained by the municipality. This includes vehicle and attachment history files and vehicle maintenance, deep clean reports, registration, pre-trip inspections and disposal. Vehicles included are trucks, ambulances, snowplows, excavators, backhoes, flushers, forklifts, etc.	Originating	E+2	N	E = device/vehicle no longer in service Excludes: Insurance Policies (L06), Collision Claims (L92, L03), Leases and Contracts (C01, L04, or L14)
V02	Mobile & Transportable Equipment Includes records regarding mobile and transportable equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, weigh scales, lawnmowers, hoses, weed-eaters, drills and rescue equipment.	Originating	E+2	N	E = disposal of equipment Excludes: Protection Equipment (V03)

Legend: **P** = Permanent; **S** = Superseded; **E** = Event

All numbers in retention columns refer to years

Northumberland County Records Retention Schedule

Code	Records Classification	Responsible Office	Retention	Archival Selection	Remarks and Exceptions
V03	Protection Equipment Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.	Originating	E+7	N	E = disposal of equipment Excludes: uniforms and clothing (A14)

Legend: **P** = Permanent; **S** = Superseded; **E** = Event

All numbers in retention columns refer to years