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TERMS OF REFERENCE

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

A – ADMINISTRATION

Schedule number: A01

Schedule name: ASSOCIATIONS & ORGANIZATIONS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

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

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

Excludes: F01

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A02

Schedule name: STAFF COMMITTEES & MEETINGS

Retention: CURRENT YEAR PLUS 4 YEARS AFTER MEETING

Description: Activities of staff committees and meetings.

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

Excludes: C03, C04, C05, C06, H04

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

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

Records schedule status: Continuing

Archival: Yes, transfer to archives after retention expires

Schedule number: A03

Schedule name: COMPUTER/ INFORMATION SYSTEMS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

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

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

Excludes: F18

Primary Department: IS

Department(s) with Records Holdings: All

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A04

Schedule name: CONFERENCES & SEMINARS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER CONFERENCE IS COMPLETE

Description: Conferences, conventions, seminars attended by staff

Types of Records: Invitations, approvals, agenda, notes

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

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A05

Schedule name: CONSULTANTS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

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

Types of Records: Reports, correspondence, proposals, resumes

Excludes: A15, F18, F01

Primary Department: Originating

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A06

Schedule name: INVENTORY CONTROL

Retention: CURRENT YEAR PLUS 6 YEARS AFTER INVENTORY COMPLETION

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

Types of Records: Inventory statements and reports

Excludes: F06

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A07

Schedule name: OFFICE EQUIPMENT & FURNITURE

Retention: KEPT UNTIL DISPOSAL OF ITEM

Description: Design and maintenance of office equipment and furniture

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

Excludes: A03, L14, F06

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A08

Schedule name: OFFICE SERVICES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Inter-office mail system and internal printing

Types of Records: Rates and service, postage

Excludes: None

Primary Department: Originating

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

Personal Information: None

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

Records Schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A09

Schedule name: POLICIES & PROCEDURES

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE IS UPDATED

Description: Original policy and procedures to be followed by staff

Types of Records: Manuals and guidelines

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

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

Records schedule status: Continuing

Archival: Yes, to be kept in Norfolk County

Schedule number: A10

Schedule name: RECORDS MANAGEMENT

Retention: KEPT UNTIL FILE IS UPDATED

Description: Management of corporate records

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

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

~~Schedule number: A11~~

Schedule name: RECORDS DISPOSITION

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Disposition of municipal records

Types of Records: Disposal and authorization forms

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, to be kept in Norfolk County

Schedule number: A12

Schedule name: TELECOMMUNICATIONS SYSTEMS

Retention: KEPT UNTIL DISPOSAL OF ITEM

Description: All types of telecommunications

Types of Records: Telephone, 911 emergency systems

Excludes: P09, F06, F01, F04, L14

Primary Department: Originating

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A13

Schedule name: TRAVEL & ACCOMMODATION

Retention: CURRENT YEAR PLUS 1 YEAR AFTER TRAVEL

Description: Travel and accommodation arrangements

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

Excludes: F09

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Mostly accessible, may contain confidential payment information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A14

Schedule name: UNIFORMS & CLOTHING

Retention: KEPT UNTIL DISPOSAL OF UNIFORM

Description: Uniforms and special clothing used by municipal staff

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

Excludes: F09

Primary Department: Originating

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A15

Schedule name: VENDORS & SUPPLIERS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILES ARE PROVIDED

Description: Goods and services providers

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

Excludes: F17, A07, V01

Primary Department: Originating

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

Personal Information: None

Record Access: Mostly not accessible, contains third party information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A16

Schedule name: INTERGOVERNMENTAL RELATIONS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Relationship between Norfolk County and all levels of government

Types of Records: Correspondence, contact names and numbers

Excludes: L10 – Federal Legislation, L11 – Provincial Legislation

Primary Department: Originating

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A17

Schedule name: ACCESSIBILITY OF RECORDS (FOI)

Retention: CURRENT YEAR PLUS 2 YEARS ATER FILE IS CLOSED

Description: Norfolk County's responsibilities under FIPPA/MFIPPA

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

Excludes: L11, M04

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: Yes

Record Access: Limited to internal correspondence and records released

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A18

Schedule name: SECURITY

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Security of all offices and facilities in Norfolk County

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

Excludes: A03, P05

Primary Department: IS

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

Personal Information: None

Record Access: Requests for own personal information only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A19

Schedule name: FACILITIES CONSTRUCTION & RENOVATIONS

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

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

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

Excludes: A27

Primary Department: Originating

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

Personal Information: None

Record Access: Mostly accessible, except for building security information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A20

Schedule name: BUILDING & PROPERTY MAINTENANCE

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

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

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

Excludes: R04, R05

Primary Department: Originating

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

Personal Information: None

Record Access: Mostly accessible, except for building security information

Records Schedule Status: Continuing

Archival: No, destroy after retention expires

Schedule number: A21

Schedule name: FACILITIES BOOKINGS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER BOOKING DATE

Description: Rental of Recreational facilities for specific activities/events

Types of Records: Copies of permits, applications and agreements

Excludes: None

Primary Department: CES

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A22

Schedule name: FORMS, APPLICATIONS

Retention: KEPT UNTIL FILE IS UPDATED OR OBSOLETE

Description: Blank forms and applications used by Norfolk County

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

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A23

Schedule name: ACCESSIBILITY OF SERVICES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Accessibility of Norfolk County buildings and services

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

Excludes: A25

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A24

Schedule name: INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

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

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

Excludes: A25

Primary Department: IS

Department(s) with Records Holdings: IS

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A25

Schedule name: ACCESS CONTROL AND PASSWORDS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

Description: Management of and access to programs used by staff

Types of Records: Access password management

Excludes: None

Primary Department: IS

Department(s) with Records Holdings: IS

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: A26

Schedule name: BUILDING STRUCTURE SYSTEMS

Retention: KEPT FOR THE LIFE OF BUILDING

Description: Building systems that are part of the building structure

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

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: A27

Schedule name: DRAWINGS

Retention: KEPT FOR THE LIFE OF BUILDING

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

Types of Records: Architectural and engineering, as-built

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: A28

Schedule name: PERFORMANCE MANAGEMENT/ QUALITY ASSURANCE

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Performance of Norfolk County as a whole

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

Excludes: H03, C08, F27

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy after retention expires

C – Council and By-laws

Schedule number: C01

Schedule name: BY-LAWS

Retention: PERMANENTLY KEPT

Description: By-laws and amendments

Types of Records: Final versions

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept in the county

Schedule number: C02

Schedule name: BY-LAWS – OTHER MUNICIPALITIES

Retention: KEPT UNTIL FILE IS UPDATED

Description: Final By-laws from other municipalities

Types of Records: Final versions

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C03

Schedule name: COUNCIL AGENDA

Retention: CURRENT YEAR PLUS 5 YEARS AFTER COUNCIL MEETING

Description: Notices of meetings and Agenda of Council Meetings

Types of Records: Deputations, internal memos, information packages

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Publicly available excluding closed session meetings

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C04

Schedule name: COUNCIL MINUTES

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Minutes of proceedings of council minutes

Types of Records: Attachments, minutes

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

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Publicly available excluding closed session meetings

Records schedule status: Continuing

Archival: Yes, transfer to the archives.

Schedule number: C05

Schedule name: COUNCIL-IN-COMMITTEE AGENDA

Retention: KEPT UNTIL FILE IS UPDATED

Description: Notices of meetings and agenda

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

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public.

Records schedule status: Continuing

Archival: Yes, must be kept in the county

Schedule number: C06

Schedule name: COUNCIL-IN-COMMITTEE MINUTES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Minutes of Proceedings

Types of Records: Minutes, attachments

Excludes: C14 – Reports to Council

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public.

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: C07

Schedule name: ELECTIONS

Retention: END OF ELECTION YEAR PLUS 4 YEARS

BALLOT BOXES: 120 DAYS AFTER FINAL VOTE COUNT

Description: Norfolk County municipal election

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

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: Yes

Record Access: Results, reports, nominations only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C08

Schedule name: GOALS AND OBJECTIVES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's strategic plans and goals

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

Excludes: D03 – Environmental Planning

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: C09

Schedule name: MOTIONS AND RESOLUTIONS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Signed resolutions and motions of council

Types of Records: Final signed copy of motions and resolutions

Excludes: D03 – Environmental Planning

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: Yes, must be kept in Norfolk County

Schedule number: C10

Schedule name: MOTIONS AND RESOLUTIONS – OTHER MUNICIPALITIES

Retention: KEPT UNTIL UPDATED

Description: Signed resolutions and motions of other municipal councils

Types of Records: Final signed copy

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: No, can be destroyed when retention expires

Schedule number: C11

Schedule name: COUNCIL APPOINTMENTS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

Types of Records: Signed orders, appointment lists

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: Yes, must be kept in Norfolk County

Schedule number: C13

Schedule name: APPOINTED BOARDS AND COMMISSIONS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Informational reports provided from committees to council

Types of Records: Correspondences, minutes, agenda, reports

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: New

Archival: Yes, must be kept in Norfolk County

Schedule number: C14

Schedule name: REPORTS TO COUNCIL

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Departmental reports to Norfolk County Council

Types of Records: Capitol budgets, zoning, establishment bylaw

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Yes, available to the public

Records schedule status: Continuing

Archival: Yes, must be kept in Norfolk County

Schedule number: C15

Schedule name: ACCOUNTABILITY TRANSPARENCY AND GOVERNANCE

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE IS CLOSED

Description: Complaints on Councils Code of Conduct to Commissioner

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

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Commissioner final reports only

Records schedule status: Continuing

Archival: No, destroy when retention expires

D – DEVELOPMENT AND PLANNING

Schedule number: D01

Schedule name: DEMOGRAPHIC STUDIES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Trends in Norfolk County's population

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

Excludes: L12

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D02

Schedule name: ECONOMIC DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's economic growth and trends

Types of Records: Studies, statistics, projections

Excludes: D01, D04, D06, D21

Primary Department: D&P

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

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D03

Schedule name: ENVIRONMENTAL PLANNING

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE IS CLOSED

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

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

Excludes: E05, E13-E15, E07, E20

Primary Department: D&P

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

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D04

Schedule name: RESIDENTIAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's housing availability

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

Excludes: None

Primary Department: D&P

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

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D05

Schedule name: NATURAL RESOURCES PLANNING

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Planning and preservation of forests and natural features

Types of Records: Mineral reports, statistics

Excludes: E04, E18

Primary Department: D&P

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

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D06

Schedule name: TOURISM DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Promote and encourage Norfolk County's tourism industry

Types of Records: Brochures, special events, promotional advertisements

Excludes: None

Primary Department: D&P

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D07

Schedule name: CONDOMINIUM PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

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

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

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Mostly accessible, except for building security information

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D08

Schedule name: OFFICIAL PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

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

Excludes: None

Primary Department: CAO

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D09

Schedule name: OFFICIAL PLAN AMENDMENT APPLICATIONS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER THE FINAL DECISION

Description: Application to amend the official plan

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

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D10

Schedule name: SEVERANCES

Retention: LAND TITLES REGISTRATION PLUS 6 YEARS

Description: Granting severances to parcels of land

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

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D11

Schedule name: SITE PLAN CONTROL

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

APPLICATIONS ARE 2 YEARS AFTER FINAL DECISION

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

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

Excludes: L04

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

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

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D12

Schedule name: SUBDIVISION PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

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

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

Excludes: L04

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

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

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D13

Schedule name: VARIANCES

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

Types of Records: Zoning applications

Excludes: F05

Primary Department: D&P

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D14

Schedule name: ZONING

Retention: CURRENT YEAR PLUS 5 YEARS AFTER THE FINAL DECISION

Description: Standards regarding the designation of zones of land

Types of Records: Zoning applications

Excludes: C01, D13

Primary Department: D&P

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D15

Schedule name: EASEMENTS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER TERMINATION OF REIGHT

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

Types of Records: Rights of way, easements

Excludes: L04

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D16

Schedule name: ENCROACHMENTS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER TERMINATION OF REIGHT

Description: Private properties encroaching on Norfolk County's land

Types of Records: Permits, surveys

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

Primary Department: D&P

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Permits yes, surveys no

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D17

Schedule name: ANNEXATION/ AMALGAMATION

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Seizing and merging of land adjacent to municipal lands

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

Excludes: None

Primary Department: CAO-CS

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D18

Schedule name: COMMUNITY IMPROVEMENT

Retention: CURRENT YEAR PLUS 6 YEARS AFTER COMPLETION OF PROJECT

Description: Norfolk County's improvement programs

Types of Records: Studies, statistics, background information

Excludes: None

Primary Department: D&P

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

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D19

Schedule name: COMMERCIAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Promotion and development of commercial establishments

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

Excludes: D23

Primary Department: D&P

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D20

Schedule name: MUNICIPAL ADDRESSING

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

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

Types of Records: Letters, reports, drawings, bylaws

Excludes: None

Primary Department: D&P

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D21

Schedule name: REFERENCE PLANS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Registered plans received from Registry Office

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

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D22

Schedule name: INDUSTRIAL & COMMERCIAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Promotion and development of commercial establishments

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

Excludes: D23

Primary Department: D&P

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy when the retention expires

Schedule number: D23

Schedule name: VALIDATION OF TITLE

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

Types of Records: Certificates, correspondences

Excludes: None

Primary Department: D&P

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D24

Schedule name: OFFICIAL PLAN AND AMENDMENTS – OTHER MUNICIPALITIES

Retention: CURRENT FILE PLUS 5 YEARS AFTER THE FINAL DECISION

Description: Application to amend the official plan or secondary plans

Types of Records: Background reports, notices, appeals

Excludes: None

Primary Department: D&P

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D25

Schedule name: DIGITAL MAPPING

Retention: CURRENT YEAR UNTIL FILE UPDATE

Description: Produce maps and updates in digital format

Types of Records: GIS, maps, reference plans

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D26

Schedule name: AGRICULTURAL DEVELOPMENT

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Development of agricultural growth

Types of Records: Reports, statistics

Excludes: None

Primary Department: D&P

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

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D27

Schedule name: BACKGROUND REPORTS FOR OFFICIAL PLAN

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FINAL DECISION

Description: Amendments and changes to the official Plan

Types of Records: Reports

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when the retention date expires

Schedule number: D28

Schedule name: PROPERTY FILES

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Records relating to a specific property

Types of Records: Permits, inspections, agreements, drawings

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: Yes

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

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: D30

Schedule name: MARKETING PARTNER FILES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE CLOSED

Description: Tourism and agricultural marketing partnership

Types of Records: Promotional materials, membership agreements

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: D31

Schedule name: DEEMING PROCESS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FINAL DECISION

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

Types of Records: Applications, council decisions, bylaws,

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: Yes

Record Access: Available once finalized

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: D32

Schedule name: DEVELOPMENT CHARGES STUDY

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Final development charges under Development charges act

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

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: D33

Schedule name: PART LOT CONTROL

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FINAL DECISION

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

Types of Records: Reports, bylaws, correspondences

Excludes: None

Primary Department: D&P

Department(s) with Records Holdings: D&P

Personal Information: None

Record Access: Available once finalized

Records schedule status: New

Archival: No, destroy when retention expires

E – Environmental Services

Schedule number: E01

Schedule name: SANITARY SEWERS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER PROJECT COMPLETION

SPECIFICATIONS: LIFE OF ASSET

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

Types of Records: Design notes, reports, drawings

Excludes: E07, E02, E03, E21, A27

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E02

Schedule name: STORM SEWERS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER PROJECT COMPLETION

SPECIFICATIONS LIFE OF ASSET

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

Types of Records: Design notes, drawings, construction materials

Excludes: A27

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E03

Schedule name: WASTE WATER SYSTEMS – TREATMENT PLANTS

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

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

Types of Records: Design notes, drawings, construction materials

Excludes: A27

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E04

Schedule name: TREES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE CLOSED

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

Types of Records: Work orders, notes, schedules

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E05

Schedule name: ENVIRONMENTAL MONITORING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

Description: Routine monitoring of water and air quality

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

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

Primary Department: PW

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

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E06

Schedule name: UTILITIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE CLOSED

Description: Utility services provided to the residents of Norfolk County

Types of Records: Maps, location drawings

Excludes: D11

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E07

Schedule name: WASTE MANAGEMENT

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

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

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

Excludes: E01, D03, E12, A25

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E08

Schedule name: WATER SYSTEMS

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

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

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

Excludes: E03, A27

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E09

Schedule name: MUNICIPAL AND MUTUAL AGREEMENT DRAINS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

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

Excludes: A27

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: E10

Schedule name: PITS AND QUARRIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE CLOSED

SPECIFICATIONS: LIFE OF ASSET

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

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

Excludes: P09

Primary Department: PW

Department(s) with Records Holdings: CAO

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E11

Schedule name: NUTRIENT MANAGEMENT

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

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

Types of Records: Sampling results, site records

Excludes: P09

Primary Department: PW

Department(s) with Records Holdings: CAO

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E12

Schedule name: SOURCE PROTECTION

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED

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

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

Excludes: D03, P20, L14, E23, E11

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E13

Schedule name: PRIVATE SEWAGE DISPOSAL SYSTEMS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

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

Types of Records: Logs, reports, inspections

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E14

Schedule name: WATER SAMPLING AND MONITORING

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED

Description: Routine monitoring of water quality and quantity

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

Excludes: E05, E23, P01, M04, A25

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E15

Schedule name: BACKFLOW PREVENTION & CROSS CONNECTION CONTROL

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE CLOSED

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

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

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E16

Schedule name: ENERGY MANAGEMENT

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE CLOSED

Description: Norfolk County's energy management program

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

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E17

Schedule name: NATURAL HERITAGE

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

Description: Norfolk County's green lands and forests

Types of Records: Bylaw, enforcements, preservations

Excludes: D05, E04, R01, R01

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E18

Schedule name: RENEWABLE ENERGY

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

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

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

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: E19

Schedule name: CHEMICAL SAMPLING OF WATER

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

Description: Sampling of Norfolk County's water

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

Excludes: E05, P01, M04, P21

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E20

Schedule name: MOE ENVIRONMENTAL COMPLIANCE APPROVALS

Retention: CURRENT PLUS 3 YEARS AFTER FILE CLOSED

Description: Norfolk County compliance with the ministry

Types of Records: Test reports, compliance reports, correspondence

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E21

Schedule name: PRIVATE/ SMALL WATER SYSTEMS

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

Description: Design, construction, maintenance of private water systems

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

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E22

Schedule name: LAND QUALITY MONITORING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Routine monitoring of land quality and site conditions

Types of Records: Test reports

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

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: E23

Schedule name: GASOLINE STORAGE AND DISPENSING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER SYSTEM REMOVAL

Description: Gasoline storage tank and municipal gasoline dispensing records

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

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

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: New

Archival: No, destroy after retention expires

F – Finance and Accounting

Schedule number: F01

Schedule name: ACCOUNT PAYABLE

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Funds payable by Norfolk County

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

Excludes: None

Primary Department: Finance

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

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F02

Schedule name: ACCOUNT RECEIVABLE

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Funds owing to Norfolk County

Types of Records: Invoices, tax collection, billing listings

Excludes: F23, F22

Primary Department: Finance

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

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F03

Schedule name: AUDITS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

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

Types of Records: Spreadsheets, reports

Excludes: F10

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F04

Schedule name: BANKING

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Banking transactions

Types of Records: Bank reconciliations, deposit records

Excludes: F10

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F05

Schedule name: BUDGETS AND ESTIMATES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

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

Types of Records: Working notes, calculations, background documentation

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: All

Personal Information: Yes

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F06

Schedule name: ASSETS

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

Description: Norfolk County's current and fixed assets

Types of Records: Inventories, expenditure, depreciation

Excludes: L07

Primary Department: Finance

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

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F07

Schedule name: CHEQUES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: All cancelled cheques issued

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

Excludes: F04

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F08

Schedule name: DEBENTURES AND BONDS

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

Description: Issued debentures and bonds

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

Excludes: F14

Primary Department: Finance

Department(s) with Records Holdings: Finance, HSS

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F09

Schedule name: EMPLOYEE AND COUNCIL EXPENSES

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

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

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

Excludes: None

Primary Department: Finance

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

Personal Information: Yes

Record Access: Mostly accessible with any personal information removed

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F10

Schedule name: FINANCIAL STATEMENTS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Norfolk County's financial reports

Types of Records: Working notes, calculations, background information

Excludes: F26

Primary Department: Finance

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: F11

Schedule name: GRANTS AND LOANS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER REPAYMENT OF LOAN

Description: Revenue generated from provincial and federal grants

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

Excludes: None

Primary Department: Finance

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

Personal Information: None

Record Access: Mostly accessible, may contain economic interests

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F12

Schedule name: INVESTMENTS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER CLOSURE OF ACCOUNT

Description: Norfolk County's investment portfolio

Types of Records: Term deposits, promissory notes

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: None

Record Access: Mostly accessible, may contain economic interests

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F13

Schedule name: JOURNAL VOUCHERS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Complete journal voucher forms

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

Excludes: None

Primary Department: Finance

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

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F14

Schedule name: SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: All subsidiary ledgers, registers and journals

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

Excludes: None

Primary Department: Finance

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

Personal Information: Yes

Record Access: Limited access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F15

Schedule name: GENERAL LEDGERS AND JOURNALS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: All financial ledgers, registers and journals

Types of Records: Original entry and trial balances

Excludes: None

Primary Department: Finance

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

Personal Information: No

Record Access: Mostly accessible, may contain economic interests

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: F16

Schedule name: PAYROLL

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Payments of salary, wages and deductions to employees

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

Excludes: F14, F27

Primary Department: Finance

Department(s) with Records Holdings: All

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F17

Schedule name: PURCHASE ORDERS AND REQUISITIONS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Items purchased by staff

Types of Records: Blanket orders, payment authorizations

Excludes: F18

Primary Department: Finance

Department(s) with Records Holdings: All

Personal Information: Yes

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F18

Schedule name: QUOTATIONS AND TENDERS

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

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

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

Excludes: L04

Primary Department: Finance

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

Personal Information: Yes

Record Access: Access obtained from primary department

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F19

Schedule name: RECIEPTS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Receipts issued for payment of items

Types of Records: Licenses, rentals, taxes

Excludes: None

Primary Department: Finance

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

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F20

Schedule name: RESERVE FUNDS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's discretionary fund

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

Excludes: None

Primary Department: Finance

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

Personal Information: None

Record Access: Available once finalized

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F21

Schedule name: REVENUES

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

Description: Generation of revenues

Types of Records: Development charges, authorized fees

Excludes: F02, F22

Primary Department: Finance

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F22

Schedule name: TAX ROLLS AND RECORDS – LONG TERM

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Taxation records

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

Excludes: F02

Primary Department: Finance

Department(s) with Records Holdings: Finance, CES

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: Yes, transfer to archives after retention expires

Schedule number: F23

Schedule name: WRITE OFFS

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

Description: Accounts receivable that has been written off as uncollectable

Types of Records: Records of bankruptcies

Excludes: F02

Primary Department: CAO

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F24

Schedule name: TRUST FUNDS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

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

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

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F25

Schedule name: TAX ROLLS AND RECORDS – SHORT TERM

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Financial records of short-term value

Types of Records: School support, mortgage company correspondence

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: Finance

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F26

Schedule name: SECURITY DEPOSITS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER ACCOUNT CLOSURE

Description:

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

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F27

Schedule name: DEBTS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER TERMINATION OF DEBT

Description: Records and information regarding long-term borrowing

Types of Records: Reports

Excludes: None

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F28

Schedule name: WORKING PAPERS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER COMPLETION OF ADUIT

Description: Norfolk County's working financial papers

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

Excludes: F10

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F29

Schedule name: TAXATION – SALES TAX

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Taxes paid by the municipality

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

Excludes: None

Primary Department: Finance

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

Personal Information: Yes

Record Access: Limited to own personal or business information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: F30

Schedule name: REGULATORY REPORTING - FINANCIAL

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Regulatory, financial information returns and government reporting

Types of Records: HST returns, tax rebate filings

Excludes: A25

Primary Department: Finance

Department(s) with Records Holdings: None

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

H – HUMAN RESOURCES

Schedule number: H01

Schedule name: ATTENDANCE AND SCHEDULING

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

Description: Employee attendance and scheduling

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

Excludes: F16

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H02

Schedule name: BENEFITS

Retention: KEPT UNTIL FILE IS UPDATED

Description: Norfolk County benefit package offered to all employees

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

Excludes: F16, H10

Primary Department: Human Resources

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

Personal Information: None

Record Access: Only what is publicly available

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H03

Schedule name: EMPLOYEE RECORDS

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

Description: Employment history of Norfolk County's staff

Types of Records: Resumes, applications, performance evaluations

Excludes: H14, H10, H15

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H04

Schedule name: HEALTH AND SAFETY

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Occupational health and safety of staff

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

Excludes: S08, P05, H13, H17

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H05

Schedule name: HUMAN RESOURCE PLANNING

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Planning of Norfolk County's organizational charts

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

Excludes: H03

Primary Department: Human Resources

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H06

Schedule name: JOB DESCRIPTION

Retention: KEPT UNTIL FILE IS UPDATED

Description: Job descriptions and specifications

Types of Records: Background information, reports, amendments

Excludes: None

Primary Department: Human Resources

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H07

Schedule name: LABOUR RELATIONS

Retention: CURRENT YEAR PLUS 10 YEARS AFTER EXPIRY OF CONTRACT

Description: Relationship between labor and management

Types of Records: Collective bargaining, correspondences, negotiations notes

Excludes: None

Primary Department: Human Resources

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H08

Schedule name: ORGANIZATION DESIGN

Retention: KEPT UNTIL FILE IS UPDATED

Description: Norfolk County's reporting relationships

Types of Records: Organizational charts

Excludes: H06

Primary Department: Originating

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

Personal Information: None

Record Access: Final copy only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H09

Schedule name: SALARY PLANNING

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Planning and scheduling of salaries

Types of Records: Job evaluation, classification system, compensation ranges, surveys

Excludes: H03

Primary Department: Human Resources

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H10

Schedule name: PENSION AND BENEFITS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER TERMINATION OF EMPLOYEE

Description: Pension obligations due to county staff under OMERS

Types of Records: Registration and enrolment, personnel records

Excludes: F01, H02, F16

Primary Department: Human Resources

Department(s) with Records Holdings: Human Resources

Personal Information: Yes, employment file

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H11

Schedule name: RECRUITMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Recruitment of staff

Types of Records: Job postings, advertisements, unsuccessful applications

Excludes: H03

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: Only what is already publicly available

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H12

Schedule name: TRAINING AND DEVELOPMENT

Retention: CURRENT YEAR PLUS 2 YEARS AT END OF COURSE

SALT USE TRAINING 7 YEARS, DRINKING WATER TRAINING 5 YEARS

Description: Courses offered to employees and information on career development

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

Excludes: H03

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H13

Schedule name: CLAIMS

**Retention: CURRENT YEAR PLUS 3 YEARS AFTER RESOLUTION OF CLAIM,
HAZARDOUS CLAIMS PLUS 20 YEARS AFTER EXPOSURE**

Description: Lost-time incidents by county staff

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

Excludes: H04

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H14

Schedule name: GRIEVANCES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER CLOSURE OF CLAIM

Description: Grievances filed against Norfolk County

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

Excludes: H15

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H15

Schedule name: HARASSMENT AND VIOLENCE

Retention: CURRENT YEAR PLUS 3 YEARS AFTER CLOSURE OF COMPLAINT

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

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

Excludes: H14, P08

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H16

Schedule name: CRIMINAL BACKGROUND CHECKS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER TERMINATION

Description: Listing of criminal code convictions that were not pardoned

Types of Records: Annual criminal offence declarations

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H17

Schedule name: EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS

Retention: CURRENT YEAR PLUS 40 YEARS AFTER EXPOSURE DATE

Description: Exposure to asbestos and hazardous materials while at work

Types of Records: Serious incident, chemical exposure records

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H18

Schedule name: EMPLOYEE MEDICAL RECORDS

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

Description: Norfolk County's staffs medical records

Types of Records: Doctors notes, correspondence, health reports

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: CAO

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H19

Schedule name: DISABILITY MANAGEMENT

Retention: CURRENT YEAR PLUS 5 YEARS AFTER ISSUED DATE

Description: Work-related Injuries and illnesses

Types of Records: Accommodation records

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H20

Schedule name: CONFINED SPACES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DAY OF TESTING

Description: Assessment of confined spaces

Types of Records: Written plan and processes, test results

Excludes: H03, H12

Primary Department: Human Resources

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: H21

Schedule name: EMPLOYEE RECOGNITION

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Staffs awards and honours granted from Norfolk County

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

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: H22

Schedule name: EMPLOYEE CERTIFICATIONS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER EXPIRY OF CERTIFICATION

Description: Mandatory employee certification, credentials and training

Types of Records: Applications, confirmations, renewals, certificates

Excludes: None

Primary Department: Human Resources

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: No

Records schedule status: New

Archival: No, destroy after retention expires

J – JUSTICE

Schedule number: J01

Schedule name: DAILY BATCH PAYMENTS

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: Certificates of offence

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

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Only access to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J02

Schedule name: OFFENCE REPORTS

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: Offence information

Types of Records: RICO reports

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Only access to own personal information.

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J03

Schedule name: PROVINCIAL OFFENCES FINANCIAL RECORDS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Financial information

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

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Only access to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J04

Schedule name: CONTROL LISTS/ JUSTICE REPORTS

Retention: CURRENT YEAR PLUS 4 YEARS AFTER FILE IS CLOSED

Description: Lists provided from Municipal and Provincial agencies

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

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J05

Schedule name: COURT DOCKETS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Registers of court activities

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

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J06

Schedule name: ENFORCEMENT & SUSPENSION

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: The suspension of licenses issued by provincial government agencies

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

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J07

Schedule name: COMMUNICATION WITH OTHER AGENCIES

Retention: CURRENT YEAR PLUS 7 YEARS AFTER FILE IS CLOSED

Description: Transfers to and from other courts

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

Excludes: L01

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J08

Schedule name: STATISTICS

Retention: CURRENT YEAR PLUS 8 YEARS AFTER FILE IS CLOSED

Description: Reports and Other statistical data

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

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: J09

Schedule name: PURGED REPORTS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Completed fines purged from ICON system

Types of Records: RICO reports

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Only access to own personal information

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: J10

Schedule name: POA WRITE-OFFS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Fines that are uncollectable

Types of Records: Deceased person, bankruptcy

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: J11

Schedule name: DISCLOSURE

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Information requested by individuals in preparation for court cases

Types of Records: Ticket information, picture, enforcement reports, bylaws

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: J12

Schedule name: TRANSCRIPTS AND RECORDS OF COURT PROCEEDINGS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Court proceedings and records relating to exhibit dispositions

Types of Records: Tapes, logbooks

Excludes: None

Primary Department: CS

Department(s) with Records Holdings: CS

Personal Information: Yes

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

Records schedule status: New

Archival: No, destroy after retention expires

L – LEGAL

Schedule number: L01

Schedule name: APPEALS AND HEARINGS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

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

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

Excludes: L02 – Claims against the municipality

Primary Department: CAO

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

Personal Information: Yes

Record Access: No if not otherwise publicly available.

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: L02

Schedule name: CLAIMS AGAINST THE MUNICIPALITY

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

Description: Litigation and insurance claims made against the municipality

Types of Records: Insurance claims, investigations, reports

Excludes: L01 – Appeals and hearings

Primary Department: CAO

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L03

Schedule name: CLAIMS BY THE MUNICIPALITY

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

Description: Litigation and insurance claims made by the municipality

Types of Records: Insurance claims, investigations, reports

Excludes: L01

Primary Department: CAO

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L04

Schedule name: CONTRACTS AND AGREEMENTS – WITH BYLAW

Retention: CURRENT YEAR PLUS 15 YEARS AFTER TERMINATION OF AGREEMENT

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

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

Excludes: L07 – Land Acquisition

Primary Department: CAO

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

Personal Information: Yes

Record Access: Final contracts and agreements only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L05

Schedule name: INSURANCE APPRAISALS

Retention: CURRENT YEAR PLUS 15 YEARS AFTER APPRAISAL

Description: Appraisals of Norfolk County's property

Types of Records: Appraisal reports

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: CS

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L06

Schedule name: INSURANCE POLICIES

Retention: CURRENT YEAR PLUS 15 YEARS AFTER EXPIRY OF POLICY

Description: Norfolk County's insurance policy documents

Types of Records: Vehicle, liability, theft, fire

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

Primary Department: CAO

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L07

Schedule name: LAND ACQUISITION AND SALE

Retention: CURRENT YEAR PLUS 10 YEARS AFTER PROPERTY SALE

Description: Real estate transactions and conveyance of land

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

Excludes: None

Primary Department: CAO

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: L08

Schedule name: OPINION AND BRIEFS

Retention: KEPT UNTIL NEW UPDATE

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

Types of Records: Specific issues, by-law

Excludes: None

Primary Department: CAO

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy after retention expires

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

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

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

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

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

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

Schedule number: L12

Schedule name: VITAL STATISTICS

Retention: PERMANENLY KEPT AFTER FILE IS CLOSED

Description: Registers of births, deaths and marriages

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

Excludes: None

Primary Department: CAO-CS

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: L13

Schedule name: PROSECUTIONS

Retention: CURRENT YEAR PLUS 7 YEARS AFTER DELIVERY OF JUDGEMENT

Description: Prosecutions to enforce by-laws

Types of Records: Enforcement records

Excludes: P01, L01

Primary Department: Originating

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: L14

Schedule name: CONTRACTS AND AGREEMENTS – NO BY-LAW

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

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

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

Excludes: L04, P01

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Final contract or agreement only

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: L15

Schedule name: LEASES

Retention: CURRENT YEAR PLUS 6 YEARS AFTER EXPIRY OF CONTRACT

Description: Leases and rental of municipal property

Types of Records: Leases

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Final leases only

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: L16

Schedule name: COPYRIGHT

Retention: PERMANENT AFTER FILE IS CLOSED

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

Types of Records: Permission letters, denial letters

Excludes: M08

Primary Department: CAO

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

M – MEDIA AND PUBLIC RELATIONS

Schedule number: M01

Schedule name: ADVERTISING

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

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

Types of Records: Final ad copy, notes

Excludes: M06, M01, C07

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M02

Schedule name: CEREMONIES AND EVENTS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Participation in special events, opening and anniversaries

Types of Records: Set-up, correspondences, plaques

Excludes: None

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: M03

Schedule name: CHARITABLE CAMPAIGNS AND FUNDRAISING

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Raising of funds and donations for Norfolk County

Types of Records: Notes, correspondences, letters

Excludes: F19

Primary Department: Originating

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

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M04

Schedule name: COMPLAINTS, COMMENDATIONS AND INQUIRIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Related to services provided and offered by Norfolk County

Types of Records: Compliance letters, inquiries, certificates

Excludes: A17, H14

Primary Department: Originating

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

Personal Information: Yes

Record Access: Access to own personal or business information

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M05

Schedule name: NEWS CLIPPINGS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Clippings for printed media

Types of Records: Newspapers, journals, online media coverage

Excludes: None

Primary Department: Originating

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

Personal Information: None

Record Access: Yes, publicly available

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M06

Schedule name: MEDIA RELEASES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Final versions of new releases issued

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

Excludes: None

Primary Department: Originating

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

Personal Information: None

Record Access: Yes, publicly available

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M07

Schedule name: PUBLICATIONS

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

Description: Resources for the public published by Norfolk County

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

Excludes: None

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: M08

Schedule name: SPEECHES AND PRESENTATIONS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

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

Types of Records: Background notes, final version of speeches

Excludes: M06 – Media Release

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: Yes, transfer to the archives when retention expires

Schedule number: M09

Schedule name: VISUAL IDENTITY AND INSIGNIA

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

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

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

Excludes: None

Primary Department: CAO

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

Personal Information: None

Record Access: Final copies only

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M10

Schedule name: WEBISTE AND SOCIAL MEDIA CONTENT

Retention: KEPT UNTIL FILE IS UPDATED

Description: Snapshots of website content created by Norfolk County

Types of Records: Facebook, twitter, website

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M11

Schedule name: CUSTOMER AND CLIENT SERVICES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Improving public access and awareness to Norfolk County services

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

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: M12

Schedule name: INTELLECTUAL PROPERTY

Retention: EXPIRED COPYRIGHT OR TRADEMARK PLUS 5 YEARS

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

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

Excludes: None

Primary Department: CAO

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

P – PROTECTION AND ENFORCEMENT SERVICES

Schedule number: P01

Schedule name: BY-LAW ENFORCEMENT

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FILE IS CLOSED

Description: Norfolk County's efforts to enforce bylaws

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

Excludes: P09 - Licenses

Primary Department: Originating

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P02

Schedule name: DAILY OCCURANCE LOGS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Daily reports retained by fire and ambulance assisting calls

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

Excludes: None

Primary Department: Originating

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

Personal Information: None

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P03

Schedule name: EMERGENCY PLANNING

**Retention: KEPT UNTIL FILE IS UPDATED
PLUS 5 YEARS FOR ENVIRONMENTAL ACT**

Description: Planning and testing of response to emergencies

Types of Records: Records of disasters, command center operation, response reports

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: All

Personal Information: None

Record Access: Only what is already publicly available

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P04

Schedule name: HAZARDOUS MATERIALS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE UPDATE

Description: Reports on chemicals that pose a fire or environmental hazard

Types of Records: MSDS, toxic substance control, leak tests, release reports

Excludes: H04, H17, E07

Primary Department: Originating

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Mostly accessible, may contain security related information

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P05

Schedule name: INCIDENT AND ACCIDENT REPORTS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: Vandalism and security incident reports on Norfolk County property

Types of Records: Unusual Occurrences Reports, bomb threats, old aged runaways,

Excludes: A18, H04, L02, L03, S18, S14, S10

Primary Department: Originating

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

Personal Information: None

Record Access: No

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P06

Schedule name: FIRE PROPERTY FILES

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Fire service records relating to specific property

Types of Records: Mandatory reported information, compliance inspections, and violations

Excludes: P01

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: None

Record Access: Mostly accessible, may contain security related information

Records schedule status: Continuing

Archival: Yes, must be kept within Norfolk County

Schedule number: P07

Schedule name: HEALTH AND FIRE INSPECTIONS

Retention: CURRENT YEAR UNTIL FILE UPDATE, MINIMUM OF 1 YEAR

Description: Health and Fire inspections on private, public and commercial properties

Types of Records: Inspection reports

Excludes: H04, P06

Primary Department: HSS

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

Personal Information: Yes

Record Access: Only access to own health and fire inspections

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P08

Schedule name: INVESTIGATIONS

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: Investigations pertaining to law enforcement

Types of Records: Traffic accidents, firefighting activities, ERO

Excludes: P01, H15

Primary Department: Originating

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

Personal Information: Yes

Record Access: No

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P09

Schedule name: LICENCES

Retention: CURRENT YEAR PLUS 2 YEARS AFTER LICENSE EXPIRES

Description: Licenses administered by Norfolk County

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

Excludes: None

Primary Department: CAO

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P10

Schedule name: FIRE CALL REPORTS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Fire department responses to emergency calls

Types of Records: Field notes and journals

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P11

Schedule name: PERMITS, OTHER

Retention: CURRENT YEAR PLUS 2 YEARS AFTER EXPIRY OF PERMIT

Description: Permits issued by Norfolk

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

Excludes: None

Primary Department: CAO

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

Personal Information: No

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P14

Schedule name: ANIMAL CONTROL

Retention: CURRENT YEAR PLUS 2 YEARS AFTER ANIMAL IMPOUNDED

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

Types of Records: Evaluation reports, pound animal records

Excludes: None

Primary Department: None

Department(s) with Records Holdings: None

Personal Information: No

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: Discontinuing

Archival: Discontinued in 2020

Schedule number: P15

Schedule name: COMMUNITY PROTECTION PROGRAMS

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

Description: Community protection and crime prevention

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

Excludes: None

Primary Department: Originating

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

Personal Information: No

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy when retention expires

Schedule number: P16

Schedule name: EMERGENCY SERVICES REPORTS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE UPDATED

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

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

Excludes: P08 - Investigations

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: Yes

Record Access: Limited to own personal information

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: P17

Schedule name: EMS AND FIRE STATISTICS

Retention: CURRENT YEAR PLUS 2 YEARS AFTER FILE UPDATE

Description: Performance plans and the associated statistical reporting

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

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: No

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: P18

Schedule name: PROHIBITIONS AND NOTICES

Retention: CURRENT YEAR PLUS 15 YEARS AFTER FILE UPDATE

Description: Notices under the Source Drinking Water Protection

Types of Records: Prohibition orders, notices, correspondences

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: None

Personal Information: No

Record Access: Yes

Records schedule status: New

Archival: No, destroy when retention expires

Schedule number: P19

Schedule name: FACILITIES ROUTINE WATER USE, MONITORING AND TESTING

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

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

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

Excludes: None

Primary Department: CAO-CS

Department(s) with Records Holdings: CAO-CS

Personal Information: No

Record Access: Consult Norfolk County prior to submitting access request

Records schedule status: New

Archival: No, destroy when retention expires

R – RECREATION AND CULTURE

Schedule number: R01

Schedule name: HERITAGE PRESERVATION

Retention: CURRENT YEAR PLUS 3 YEARS AFTER REMOVAL OF DESIGNATION

Description: Heritage and historical development

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

Excludes: C01, E18

Primary Department: CAO

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R02

Schedule name: LIBRARY SERVICES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

Description: The operation of Norfolk County libraries

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

Excludes: None

Primary Department: CAO

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

Personal Information: Yes

Record Access: Limited to own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R03

Schedule name: MUSEUM AND ARCHIVAL SERVICES

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE UPDATED

Description: The operation of Norfolk County museums

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

Excludes: None

Primary Department: CS

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R04

Schedule name: PARKS MANAGEMENT

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

Description: The management and maintenance of municipal parks

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

Excludes: A20

Primary Department: CES

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R05

Schedule name: RECREATION FACILITIES

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

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

Types of Records: Engineering drawings, inspection reports of equipment

Excludes: None

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: None

Record Access: Inspection reports only

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: R06

Schedule name: RECREATIONAL PROGRAMMING

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

Description: Development and delivery of recreational programs in Norfolk County

Types of Records: Correspondences, applications, registrations

Excludes: None

Primary Department: CAO-CS

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

Personal Information: None

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

S – SOCIAL AND HEALTH CARE SERVICES

Schedule number: S01

Schedule name: CHILDREN'S DAY CARE AND NURSERY PROGRAM

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

Description: Childcare programs in Norfolk County

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

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

Primary Department: CAO-CS

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S02

Schedule name: ELDERLY ASSISTANCE

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

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

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

Excludes: S03, S18, S11

Primary Department: CAO-CS

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

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S03

Schedule name: HOMES FOR THE AGED RESIDENTS

Retention: CURRENT YEAR PLUS 10 YEARS AFTER DISCHARGE

Description: Individual residents of homes for the aged

Types of Records: Resident file

Excludes: S02

Primary Department: Norview

Department(s) with Records Holdings: Norview

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S04

Schedule name: SOCIAL ASSISTANCE PROGRAMS

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

Description: Assistance programs available to residents within Norfolk County

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

Excludes: S05, S12, S18, S02

Primary Department: HSS

Department(s) with Records Holdings: HSS, Norview

Personal Information: No

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S05

Schedule name: ONTARIO WORKS CASE RECORDS

Retention: CURRENT YEAR PLUS 5 YEARS AFTER FILE IS CLOSED

PLUS 5 YEARS AFTER OVERPAYMENT RESOLVED

PLUS 10 YEARS AFTER OUTSTANDING FAMILY ISSUES RESOLVED

Description: Funding for Individual Ontario Works social assistance

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

Excludes: S04

Primary Department: OW

Department(s) with Records Holdings: OW

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S06

Schedule name: MEDICAL CASE CLIENTS

Retention: CURRENT YEAR PLUS 15 YEARS AFTER DISCHARGE

Description: Case records of medical outbreaks in Norfolk County

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

Excludes: None

Primary Department: HSS

Department(s) with Records Holdings: HSS, Norview

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S07

Schedule name: CHILDREN'S SERVICES

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

Description: Programs for developmentally handicapped or abused children

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

Excludes: S06, S01

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S08

Schedule name: PUBLIC HEALTH

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

Description: Public health programs

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

Excludes: S06

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S09

Schedule name: CEMETERY RECORDS

Retention: PERMANENTLY KEPT AFTER FILE IS CLOSED

Description: Norfolk County cemeteries and abandoned cemeteries

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

Excludes: A20, M07, S20

Primary Department: CAO-CS

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

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: Yes, kept in-county

Schedule number: S10

Schedule name: CHILDREN'S DAY CARE CLIENT RECORDS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER LAST PARTICIPATION

Description: Children's day care client records

Types of Records: Application for enrolment

Excludes: S07, P08, H15

Primary Department: HSS

Department(s) with Records Holdings: None

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S11

Schedule name: CEMETERY – PLOT MAINTENANCE

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: General plot maintenance records

Types of Records: Notifications to owners

Excludes: S09

Primary Department: CES

Department(s) with Records Holdings: CES

Personal Information: Yes

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S12

Schedule name: ONTARIO WORKS – FSW CLIENT FILES

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Family support work court orders

Types of Records: Court orders, letters, agreements

Excludes: S05

Primary Department: HSS

Department(s) with Records Holdings: OW

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: Yes, to be kept within Norfolk County

Schedule number: S13

Schedule name: ONTARIO WORKS – FUNERALS

Retention: PERMANENT AFTER FILE IS CLOSED

Description: Resident passes away while receiving Ontario works funds

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

Excludes: S09, S11

Primary Department: HSS

Department(s) with Records Holdings: OW

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: Yes, to be kept within Norfolk County

Schedule number: S14

Schedule name: SOCIAL HOUSING APPLICANT RECORDS

Retention: CURRENT YEAR PLUS 5 AFTER APPLICANT NO LONGER RESIDES

Description: Social housing applications

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

Excludes: P04, H15

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: S15

Schedule name: DISABILITIES SUPPORT CLIENTS

Retention: CURRENT YEAR PLUS 7 AFTER DISCHARGE

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

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

Excludes: S07, P08, H15

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S16

Schedule name: HOUSING SERVICES

Retention: CURRENT YEAR PLUS 10 YEARS AFTER FILE IS CLOSED

Description: General information on social housing programs in Norfolk County

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

Excludes: S04

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S17

Schedule name: HOME CHILD CARE PROGRAM - ADMINISTRATION

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Eligible home care providers

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

Excludes: None

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S18

Schedule name: HOME CHILD CARE PROGRAM - CLIENTS

Retention: CURRENT YEAR PLUS 3 YEARS AFTER LAST PARTICIPATED

Description: Client records and eligibility requirements for the program

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

Excludes: S10

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S19

Schedule name: SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT

Retention: CURRENT YEAR PLUS 3 YEARS AFTER FILE IS CLOSED

Description: Social, health care and coordinated care initiatives

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

Excludes: None

Primary Department: HSS

Department(s) with Records Holdings: HSS

Personal Information: No

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S20

Schedule name: CLIENT CARE COORDINATION

Retention: CURRENT YEAR PLUS 10 YEARS AFTER DISCHARGE

Description: Individual clients and their care coordination planning

Types of Records:

Excludes: S06

Primary Department: HSS

Department(s) with Records Holdings: HSS, Norview

Personal Information: Yes

Record Access: Only to your own personal information

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S21

Schedule name: LONG TERM CARE OPERATIONS

Retention: CURRENT YEAR PLUS 4 YEARS AFTER FILE IS CLOSED

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

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

Excludes: S06

Primary Department: Norview

Department(s) with Records Holdings: Norview

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

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

Records schedule status: New

Archival: No, destroy after retention expires

Schedule number: S22

Schedule name: FOOD PREPARATION AND SERVICE

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

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

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

Excludes: None

Primary Department: Norview

Department(s) with Records Holdings: Norview

Personal Information: No

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

Records schedule status: New

Archival: No, destroy after retention expires

T – TRANSPORTATION

Schedule number: T00

Schedule name: TRANSPORTATION - GENERAL

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FILE IS CLOSED

Description: Records, which cannot be classified elsewhere.

Types of Records:

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: Discontinued in 2021

Archival: No, destroy after retention expires

Schedule number: T01

Schedule name: ILLUMINATION

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

Description: Installation and repair of equipment used to illuminate roads

Types of Records: Power consumption, studies, repair reports

Excludes: None

Primary Department: PW

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

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T02

Schedule name: PARKING

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

Description: Norfolk County parking issues such as handicapped parking

Types of Records: Studies, reports, statistics

Excludes: None

Primary Department: PW

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T03

Schedule name: PUBLIC TRANSIT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER CLOSURE OF ROUTE

Description: Public transit systems

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

Excludes: None

Primary Department: PW

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T04

Schedule name: ROAD CONSTRUCTION

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

Description: Construction projects on Norfolk County's roads

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

Excludes: T05, T06, A25

Primary Department: PW

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

Personal Information: None

Record Access: Consult Norfolk County before submitting access request

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T05

Schedule name: ROAD DESIGN AND PLANNING

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

Description: Designing and planning of specific road construction projects

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

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW, CAO

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T06

Schedule name: ROAD MAINTENANCE

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

Description: The inspection and maintenance of roads in Norfolk County

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

Excludes: H03

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T07

Schedule name: SIGNS AND SIGNALS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER REMOVAL OF SIGNAL

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

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

Excludes: M09, P11

Primary Department: PW

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T08

Schedule name: TRAFFIC

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

Description: Flow of traffic on Norfolk County roads

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

Excludes: P11

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T09

Schedule name: ROADS AND LANES CLOSURES

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

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

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

Excludes: T08, L07, C01

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T10

Schedule name: ROAD SECTIONS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

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

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

Excludes: None

Primary Department: PW

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

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T11

Schedule name: FIELD SURVEY AND ROAD SURVEY BOOKS

Retention: CURRENT YEAR PLUS 1 YEAR AFTER FINISHED PROJECT

Description: Engineering field survey books

Types of Records: Field notes, sketches, surveys

Excludes: None

Primary Department: PW

Department(s) with Records Holdings: PW

Personal Information: None

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

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T12

Schedule name: RAILROADS

Retention: CURRENT YEAR PLUS 6 YEARS AFTER FINISHED PROJECT

Description: Maintenance of railway crossings in Norfolk County

Types of Records: Reports, surveys, minor repairs

Excludes: None

Primary Department: PW

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

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: T13

Schedule name: BRIDGES

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

Description: Repairs and maintenance of bridges in Norfolk County

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

Excludes: None

Primary Department: PW

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

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

V – VEHICLES AND EQUIPMENT

Schedule number: V01

Schedule name: FLEET MANAGEMENT

Retention: CURRENT YEAR UNTIL TERMINATION OF LEASE

CURRENT YEAR PLUS 1 YEAR AFTER TRIP

CURRENT YEAR PLUS 2 YEARS AFTER DAILY INSPECTIONS

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

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

Excludes: L06, L02, L03, L14

Primary Department: Originating

Department(s) with Records Holdings: PW, CS

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V02

Schedule name: MOBILE EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Mobile equipment used in combination with vehicles

Types of Records: Routine inspections, maintenance history, manuals

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CS

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V03

Schedule name: TRANSPORTABLE EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Transportable equipment used by Norfolk County

Types of Records: Manuals, inspections, maintenance reports

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CS, CES

Personal Information: None

Record Access: Yes, excluding any security related information

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V04

Schedule name: PROTECTIVE EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Protective equipment used by Norfolk County

Types of Records: Manuals, inspections, maintenance reports

Excludes: None

Primary Department: Originating

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

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V05

Schedule name: BUILDING EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

Description: Equipment used within Norfolk Buildings

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

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: CES, CS

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires

Schedule number: V06

Schedule name: ANCILLARY EQUIPMENT

Retention: CURRENT YEAR PLUS 1 YEAR AFTER DISPOSAL OF EQUIPMENT

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

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

Excludes: None

Primary Department: Originating

Department(s) with Records Holdings: None

Personal Information: None

Record Access: Yes

Records schedule status: Continuing

Archival: No, destroy after retention expires