

Mackenzie County

Title	Records Management	Policy No:	RM001
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Legislation Reference	Mackenzie County Records Management Bylaw Municipal Government Act – Sections 208(1)(b) & 214, Freedom of Information and Protection of Privacy Act (FOIP) – Sections 3(e)(ii) & 38
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PURPOSE

To ensure procedures are established and adhered to for the preservation or disposition of records, but is not limiting in its content and may be amended as required.

POLICY STATEMENT

Mackenzie County is responsible for retaining certain records. Retention of municipal records serves to protect their administrative value, legal value, fiscal value and research/historical value. This policy also serves to identify the guidelines in which Mackenzie County will operate in regards to the destruction of municipal records.

1. DEFINITIONS

Definitions from the Records Management Bylaw will apply to this policy.

- a) **“Administrative Value”** – means records that have value to the municipality if they assist in the performance of current or future activities. These records lose their value over time.
- b) **“Destroy”** – means such records shall be destroyed without any copy thereof being retained.
- c) **“Fiscal Value”** – means these records relate to financial transactions and are required for auditing and financial purposes.
- d) **“Legal Value”** – means these records are typically required by legislation.
- e) **“Permanent”** – means such records shall be preserved and never destroyed, excepting the original bylaws and minutes of council meetings, providing the originals have been recorded on the municipality’s electronic records management system that will enable copies of the originals to be made.

- f) **“Research/Historical Value”** – means these records contain information on persons, places and events as they relate to major milestones, history or development of the municipality and its citizens.
- g) **“Superseded/Obsolete (S/O)”** – means such records shall be disposed of once the record has been expired or been replaced.

2. PROCEDURES

- a) The Director of Legislative and Support Services shall:
 - i) Be responsible for the management of this policy. However, each department administrator may retain records in a department that he/she feels are required for the day to day operation of the department.
 - ii) Ensure that all records (physical and electronic) are retained and disposed of in accordance with the retention and disposition schedule identified in Schedule “A” of this policy.
 - iii) Amend Schedule “A” for accuracy of retention and disposition time periods, meeting all audit and legal requirements, legislation and regulations.
 - iv) Ensure that all transitory records are destroyed securely after they have served their purpose.
 - v) Ensure contractors hired to provide municipal services transfer records to the municipality as required in the terms of their contract.
 - vi) Advise the Chief Administrative Officer of any potential or pending legal matters or requests for information under the *Freedom of Information and Protection of Privacy (FOIP) Act*.
 - vii) Budgeting funds for the disposition of records.
- b) The Records Management Clerk shall:
 - i) Prepare a list of all records which have reached the end of their retention period and are eligible for disposition. Any records chosen to be retained longer than the retention period must be noted on the list along with the reasons why the records should be retained. The disposition list shall be forwarded to the Director of Legislative and Support Services for approval. The approved list will be returned to the Records Management Clerk for filing.

- ii) Provide a statement in writing attesting to the time and place of the disposition, list of records disposed of, manner in which the records were disposed of and name(s) of the witness(s). In the case of off-site disposition, the contractor's destruction certificate shall accompany the written statement.
- c) The Human Resources Coordinator shall:
 - i) Manage all employee/personnel files and pension/benefit files. These files are to be stored in a secured cabinet located in the municipality's fire-proof room.
 - ii) Remove records from an employee file in accordance with the Records Retention & Disposition Schedule. These records will be included in the secure shredding procedure of confidential records.
 - iii) Ensure that records are sealed and kept confidential until disposition.
- d) Records will be disposed of in a secure manner and in such a way that the information contained is completely obliterated without any copy being retained. A Certificate of Destruction and an Affidavit attesting to the destruction must be completed.
- e) All records disposed of in accordance with Schedule "A" shall be authorized by the Director of Legislative and Support Services and shall be carried out in the presence of at least one witness.
- f) Mackenzie County will dispose of records by way of secure shredding.
- g) The following documents will be filed as proof of disposition:
 - i) Original Certificate of Disposition.
 - ii) Affidavit attesting to the disposition.
 - iii) Approved list of records disposed of.
- h) Retained non-electronic records shall be kept in an appropriate medium such as a storage box, file cabinet or binder with adequate identification of contents, time period and retention period and shall be in accordance with the Mackenzie County filing procedure.
- i) Records of original signed bylaws, signed council meeting minutes, committee meeting minutes, maps, blueprints of Mackenzie County owned facilities, and other items identified as containing historical value shall be kept in the municipality's fire-proof room.

- j) Electronic records shall be kept in a secure manner with appropriate firewalls, administrative and user rights and safety measures, and retained and disposed of according to Schedule "A".
- k) Records relevant to an audit, access to information request or legal hold shall be exempt from the disposition guidelines in Schedule "A". Upon completion of the audit, access request, or legal hold, all exempt records must be retained as evidence of municipal business activity until the time limitation for court action has expired.
- l) All records relating to the disposition of records shall be kept as a permanent record.
- m) Election material shall be disposed of in accordance with the provisions of the *Local Authorities Election Act*.

	Date	Resolution Number
Approved	2018-07-25	18-07-515
Amended		
Amended		

**Policy RM001 – Records Management
“Schedule A”**

RETENTION SCHEDULE TERMS	
TERM	MEANING
ADM	Administration primary category.
AGR	Agriculture primary category.
APM	Asset planning & management primary category.
ARM	Asset repair & maintenance primary category.
ASM	Assessment primary category.
COM	Communications primary category.
CON	Council primary category.
CSV	Community services primary category.
ENF	Enforcement primary category.
EQP	Equipment & supplies primary category.
FIN	Finance primary category.
FIR	Fire & emergency primary category.
FLT	Fleet management primary category.
GOV	Governance primary category.
HR	Human resources primary category.
IM	Information management primary category.
INS	Insurance & risk management primary category.
LEG	Legal & regulatory primary category.
LPM	Land & property management category.
OHS	Occupational health & safety primary category.
OPS	Infrastructure operations primary category.
PLN	Planning & development primary category.
SM	Strategic Management primary category.
SWM	Storm water management category.
TAX	Taxation primary category.
WWM	Wastewater management primary category.
WTD	Water treatment & distribution (potable) primary category.
PII	Personal identifiable information – Y (yes) if records in this category <i>can</i> or <i>will</i> contain PII.
SECONDARY	Secondary categories within a primary category.
SEN	Sensitivity P = Public. Not sensitive. Open to anyone inside the organization (internal), or outside (external). I = Internal. Available to anyone inside the organization (internal), but restricted outside (external). C = Confidential. Restricted to specified inside and/or external groups only.
TRIGGER	Retention trigger for each document(s). Trigger is based on document date, event date, & permanent, completion of specific item/event, expiry, superseded/obsolete (S/O), or year-end (YE).
TYPE	Retention type. Determines how retention will be applied to documents. T = Time based (for admin records). D = Document based (based on document field property). E = Event based (for case/file records). R = Relationship based (for supersedence). P = Permanent
PERIOD	Official retention period.

RETENTION & DISPOSITION SCHEDULE

ADM - ADMINISTRATION

Activities related to the routine administration of the County. Includes records related to permits, SOP's, security, forms, RCMP relations, travel, non-financial contracts, boards, accessibility, advice (non-legal), hearings, committees & complaints, etc. Excludes infrastructure asset work & activities of the defined functions.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 63/2001 – Determination of Population*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Accessibility	Records relating to planning, policy & management of accessibility of County, facilities & public spaces.	N	P	Document Date	T	5
Advice	Records relating to advice and/or recommendations (non-legal) to County officials concerning internal mode of operations, routine employee relations matters & advice kept for informational purposes or related to a specific case. <u>Excludes:</u> Advice concerning significant employee matters – refer to LEG. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	11
Agreements & Contracts, Non-Financial	Agreements between the County & other bodies NOT of a financial nature. <u>Includes:</u> Internal non-financial agreements & contracts, mutual aid agreements, water supply agreements, confidentiality agreements, etc. <i>FOIP sections to consider: Sections 16 to 29.</i> Digital & paper versions.	N	P	Permanent	P	P
Alberta One Call	Records relating to Alberta One Calls. <u>Includes:</u> primary locate sheet.	N	P	YE	T	1
Authorization Delegation	Letters & orders to pass signing authority to designated staff from authorized parties to others during absence or illness, or by bylaw. <u>Includes:</u> Records relating to authorizations to carry out a function or process (i.e. peace officer authorizations). <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	5
Boards & Commissions	External boards of which the County is a member, internal boards set up by Council, and other formal boards. <u>Includes:</u> All documents related to boards including authority & structure, membership, remuneration, hearing books, presentations, etc. <u>Excludes:</u> Minutes, agendas, final reports, rulings/decisions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	5
Boards & Commissions, Critical	Board minutes, agendas, final reports, rulings/decisions.	N	P	Permanent	P	P
Census	Records relating to the final report that is submitted to Alberta Municipal Affairs, as well as any final reports prepared by the County in determining the demographics, including population characteristics of the County. <u>Excludes:</u> Final report. <i>FOIP sections to consider: Sections 16 to 26.</i>	N	I	Census Complete	E	12
Census, Critical	Final report submitted to Alberta Municipal Affairs. <i>FOIP sections to consider: Sections 16 to 26.</i>	N	P	Permanent	P	P
Committees, Interim	Committees with a projected/expected end date. <u>Includes:</u> All documents related to committees including authority & structure, membership, remuneration, hearing books, presentations, etc. <u>Excludes:</u> Minutes, agendas, final reports, rulings/decisions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	End of Committee	E	5
Committees, Interim, Critical	Minutes, agendas, final reports, rulings/decisions.	N	P	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Committees, Ongoing	Committees with no projected/expected end date. <u>Includes:</u> All documents related to committees including authority & structure, membership, remuneration, hearing books, presentations, etc. <u>Excludes:</u> Minutes, agendas, final reports, rulings/decisions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	End of Committee	E	5
Committees, Ongoing, Critical	Minutes, agendas, final reports, rulings/decisions.	N	P	Permanent	P	P
Complaints, Simple	Complaints on any topic of a general nature within any business function, such as assessment, that are either immediately resolved, or do not result in any additional expected action. <u>Includes:</u> Records relating to occurrences/complaints made by the public regarding issues such as noisy dogs, abandoned vehicles, parking, weeds, unsightly premises & littering. <u>Also includes:</u> Occurrence/complaint reports, letters, correspondence & notes to file. <u>Excludes:</u> Enforcement related complaints. <i>FOIP sections to consider: Sections 4, 17, 18, 20.</i>	Y	C	YE	T	2
Donations	Records relating to donations received, or made by the County. <u>Includes:</u> Donations of information resources, donations to businesses, charities, community groups, etc. <u>Excludes:</u> Financial donations & trusts – refer to FIN. <i>FOIP sections to consider: Section 17.</i>	Y	I	Donation Complete	T	3
Forms	Form design & ordering, requests for form design & usage of forms.	N	P	S/O	R	2
Hearings & Appeals	Formal hearings or appeals of boards or other bodies of the County. Appeal to decisions or renderings by a County entity (e.g. stop orders, inspection reports, tax notices, subdivision & development, assessment review, etc.) <u>Excludes:</u> Decisions. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Close of Appeal	E	11
Hearings & Appeals, Critical	Decisions. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Permanent	P	P
Inspections	Records relating to inspecting activities within any major business function including financial, fire, fleet, infrastructure, properties, health & safety, or any other major function. <u>Includes:</u> All documents related to the initiation, progress, status & closing of inspections. <u>Excludes:</u> Vehicle inspections. <i>Each document MUST identify business function, and uniquely identify the particular inspection.</i> <i>FOIP sections to consider: Sections 16, 17, 20, 24, 25.</i>	Y	C	S/O	R	11
Leasing/Leasing Out	Records relating to the leasing/renting items, equipment, vehicles, accommodation, buildings, or land from another organization. <u>Includes:</u> Contracts, agreements, conditions, etc. <u>Excludes:</u> Maintenance or servicing agreements. <i>FOIP sections to consider: Sections 16, 19, 24, 25.</i>	Y	I	Permanent	P	P
Permits & Licenses	Permits & licenses issued to the County. <u>Includes:</u> Alberta Environment water licensing, AMBIR, riverbed & shore permits, License of Occupation (LOC), MLL's, radio licensing, etc. <u>Also includes:</u> Authorization to operate water treatment plants, wastewater treatment plants, etc., license to operate, renewals, expansions & all related correspondence. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	S/O	R	12
Permits & Licenses NOT RELATED TO Buildings or Development	Non-land permits. <u>Includes:</u> Animal licenses, business licenses, busker licenses, special event permits, rental permits, excavation permits, road permits, line assignments, fire permits, house moves, bridge overload, over dimensional loads, block parties, street use, traffic control set-up, applications, application approval/denial, meeting room & facilities use. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Permit Expiry Date	E	10

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Representatives	Records relating to the nomination, appointment, or resignation of individuals or groups of employees appointed as official representatives of the County. <i>FOIP sections to consider: Section 17.</i>	Y	I	Term Expires	T	3
Security	Management & control of physical security of County facilities. <u>Includes:</u> Access control systems, badge issuance photos, staff identification data, key control system, security monitoring, sign-in/out registers, etc. <u>Excludes:</u> Computer security, video surveillance tapes, guard reports & related data. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	C	Document Date	T	5
Security, Critical	Video surveillance tapes (security & peace officer). NOTE: If the information reveals an incident & the personal information is used to make a decision that directly affects the individual, the information is to be kept for 1 year after the decision is made. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	Y	C	Document Date	T	21 Days
Standard Operating Procedures (SOP's)	Records that describe & document work procedures for required processes. <u>Includes:</u> Communication protocols (notifications), documented business procedures & safe work practices. <i>Each document MUST specify business function.</i> <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	2
Standard Operating Procedures (SOP's), Critical	Original, signed procedures and safe work practices. <i>Approved procedures may be actively disseminated or routinely disclosed as noted in Section 89 of the FOIP Act.</i>	N	P	S/O	R	2
Tendering	Records relating to the receipt & assessment of tenders, request for quotes, or request for proposals, etc. from potential external suppliers for services & supplies, prior to the contract agreement or procurement process. <u>Includes:</u> Unsuccessful tenders. <u>Excludes:</u> Successful tenders. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i> Paper version.	Y	I	YE	T	10
Tendering, Critical	Records relating to successful tenders. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i> Paper version.	Y	I	Permanent	P	P
Travel	Records relating to travel arrangements, bookings & authorizations for County employees & Council members. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	C	YE	T	2
Urban Forestry	Management of County urban forest, tree inventory data, & tree damage reports, watering, planting, fertilizing, pruning data, disease treatment information, pest disease data, specifications, and line locates, Municipal Reserve, Environmental Reserve. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	5
ADM, Other	Any records that do not fit within the specified ADM categories above. Must be ADM specific.	N	I	Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

AGR – AGRICULTURE

The function of establishing an Agricultural Services Board to assist the Council & Alberta Minister of Agriculture in matters of mutual concern, advising on & organizing & directing weed & pest control & soil & water conservation promoting, enhancing & protecting viability & sustainable agriculture with a view to developing agricultural policies to meet the needs of the County. Includes formal inspections, appeals to & hearings by the Agricultural Service Board/Council, declarations to supervise & restore the productivity of the land, & reclamation orders/bylaws.

Citations: *Agricultural Pests Act; Agricultural Service Board Act; Alberta Fisheries Regulations 1998; Department of Fisheries & Oceans; Environmental Protection & Enhancement Act; Fisheries (Alberta) Act; Limitations Act; Livestock Diseases Act; Municipal Government Act; Soil Conservation Act; Weed Control Act; Alberta Regulation 24/1997 – Pesticide Sales, Handling, Use & Application; Alberta Regulation 43/1997 – Pesticide (Ministerial); Alberta Regulation 115/1993 – Conservation & Reclamation; Alberta Regulation 203/1998 – Agricultural Service Board – Forms; Alberta Regulation 272/1998 – Soil Conservation Notice; Alberta Regulation 184/2001 – Pest & Nuisance Control*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Conservation	Records relating to the activities involved in preservation, protection, maintenance, & restoration of land according to good agricultural practice. <u>Includes:</u> Soil & water conservation programs & methods by which weeds or crops are to be destroyed or controlled. <u>Also includes:</u> Records relating to the development & presentation of educational programs in soil & water conservation, control of weeds & pests & the control of any livestock disease. County owned land including: <ul style="list-style-type: none"> - Designation of a contaminated site - Notification of an environmental protection order - Measures taken to restore & secure a contaminated site - Conservation & reclamation including reclamation certificate - Projects related to other organizations conserving or proposing to conserve land, including designating Natural Areas, Ducks Unlimited projects, Oil & Gas Industry projects, & Environmental Assessment Reports <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	Permanent	P	P
Inspection Notices	Notices for AGR inspections. <ul style="list-style-type: none"> - Pest or nuisance - Soil loss or deterioration - Weed control reports <u>Includes:</u> Analysis of pest & nuisance specimens & all related records. <u>Excludes:</u> Weed control notices. <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	S/O	R	5
Inspection Notices, Critical	Weed control notices. <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	Permanent	P	P
Land Restoration, Imposed	Records relating to the results of a declaration by County Council to supervise & restore the productivity of the land. <u>Includes:</u> A plan of proper farming practices which the owner or occupant will undertake to follow over a specified period of years to restore the productivity of the land. <u>Excludes:</u> Agreements for soil conservation – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	Date of Resolution	E	11
Land Restoration, Routine	Records relating to the routine restoration of land productivity. <u>Includes:</u> A plan of proper farming practices with the owner or occupant will undertake to follow over a specified period of years to restore the productivity of the land. <u>Excludes:</u> Agreements for soil conservation – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	Case Closed	E	10
Pesticides	Records relating to the storage of pesticides. <u>Includes:</u> Inventory list. <u>Excludes:</u> Roadside spraying agreements – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Section 17.</i>	N	I	S/O	R	1
Vegetation Management	Records relating to the activities involved in managing vegetation. <u>Includes:</u> Records related to roadside mowing & spraying agreements & contracts. <u>Also includes:</u> “Do Not Spray” agreements. <u>Excludes:</u> Signed agreements & contracts – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Section 17</i>	Y	I	Y/E	T	7

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Veterinary Services	Records relating to the establishment & management of veterinary services. <u>Includes:</u> Quarterly reports. <u>Excludes:</u> Agreements & contracts – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Document Date	T	5
Agricultural, Other	Any records that do not fit within the specified AGR categories. Must be AGR specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

APM – ASSET PLANNING & MANAGEMENT

Asset (repair & maintenance) planning & management not related to a specific asset or group of assets. Records relating to the planning & development of County buildings, structures, etc. including property disposal plans.

Citations: *Cemeteries Act; Code of Practice for Landfills; Limitations Act; Municipal Government Act; Standards for Landfills; Alberta Regulation 249/1998 – Cemeteries General; Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act).*

FOIP sections to consider: Sections 16 to 29.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Airports	Structures & improvements to airport lands.	N	I	Permanent	P	P
Bridges & Culverts	Engineered structures.	N	I	Permanent	P	P
Cemetery	Structures & improvements to cemetery lands.	N	I	Permanent	P	P
Equipment	Fixed equipment that is not ordinarily mobile, such as compressors, heat exchangers, air handlers, etc. <u>Excludes:</u> Fire rescue equipment.	N	I	Permanent	P	P
Facilities	Buildings.	N	I	Permanent	P	P
Fire Rescue	Specialized equipment for emergency fire & rescue equipment. <u>Includes:</u> Fire hoses, firefighter uniforms, etc. NOT to be included in "equipment" category.	N	I	Permanent	P	P
Fleet	Mobile motorized vehicles (truck, fire trucks, cars, tractors, graders, ride-on mowers, etc.)	N	I	Permanent	P	P
Landfills	Structures & improvements to landfill sites.	N	I	Permanent	P	P
Land Improvements	Parks, campgrounds & recreation areas.	N	I	Permanent	P	P
Land, Not Improved	Municipal reserve land.	N	I	Permanent	P	P
Roads	Engineered structures (highways, roads & streets)	N	I	Permanent	P	P
Signs	Signage.	N	I	Permanent	P	P
SWM	Storm water management.	N	I	Permanent	P	P
WTD	Water treatment & distribution (potable).	N	I	Permanent	P	P
WWM	Wastewater management.	N	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

ARM – ASSET REPAIR & MAINTENANCE

The activity of repairing, rehabilitating, replacing, servicing, & preserving the internal and/or external conditions of equipment, vehicles, land, buildings, bridges, roads, & related aspects such as signs, curbs, sidewalks & gutters; recreational facilities & areas such as parks, playgrounds; or a waterworks; wastewater or solid waste system. Maintenance is scheduled work that is necessary to prevent infrastructure from deteriorating. Includes repair & maintenance of a specific named asset or named group of assets. Applies to infrastructure or non-infrastructure assets. Excludes: Maintenance requests & work orders that do not impact the asset itself – see OPS – Infrastructure Operations.

Citations: *Cemeteries Act; Code of Practice for Landfills; Limitations Act; Municipal Government Act; Standards for Landfills; Alberta Regulation 249/1998 – Cemeteries General (Cemeteries Act); Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act)*

FOIP sections to consider: Section 16 to 29.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Airports	Structures & improvements to airport lands.	N	I	Permanent	P	P
Bridges & Culverts	Engineered structures.	N	I	Permanent	P	P
Cemetery	Structures & improvements to cemetery lands.	N	I	Permanent	P	P
Equipment	Fixed equipment that is not ordinarily mobile, such as compressors, heat exchangers, air handlers, etc. <u>Excludes:</u> Fire rescue equipment.	N	I	Permanent	P	P
Facilities	Buildings	N	I	Permanent	P	P
Fire Rescue	Specialized equipment for emergency fire & rescue equipment. <u>Includes:</u> Fire hoses, firefighter uniforms, etc. <u>Not to be included in "equipment" category.</u>	N	I	Permanent	P	P
Fleet	Mobile motorized vehicles (trucks, fire trucks, cars, tractors, graders, ride-on mowers, etc.)	N	I	Permanent	P	P
Landfills	Structures & improvements to landfill sites.	N	I	Permanent	P	P
Land Improvements	Parks, campgrounds & recreation areas	N	I	Permanent	P	P
Land, Not Improved	Municipal reserve land.	N	I	Permanent	P	P
Roads	Engineered structures (highways, roads & streets)	N	I	Permanent	P	P
Signs	Signage.	N	I	Permanent	P	P
SWM	Storm water management.	N	I	Permanent	P	P
WTD	Water treatment & distribution (potable).	N	I	Permanent	P	P
WWM	Wastewater management.	N	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

ASM – ASSESSMENT

The function of applying rules for assessment, supplementary & equalized assessments, determining the value of property, including parcels of land, condominium units, strata space, & improvements, conducting annual/general assessments, maintaining school support declarations, assigning assessment classes to properties, preparing & correcting, if necessary, the assessment taxation roll, preparing, sending out, and publishing assessment notices & corrections, if necessary. Includes complaints to the Assessment Review Board and appeals to the Municipal Government Board.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 220/2004 – Matters Relating to Assessment & Taxation; Alberta Regulation 310/2009 – Matters Relating to Assessment Complaints.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Assessment – Appeals & MGB, ARB	Records relating to appeals or letters of complaint by an owner or agent acting on behalf of an owner of assessed property or ratepayer. <u>Includes:</u> Assessment notices provided to property owners, initial, amended supplementary notices. <u>Also includes:</u> Assessment Review Board (ARB) & Municipal Government Board (MGB) appeals. <u>Excludes:</u> Decisions – refer to ADM for decisions. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Close of Appeal	E	11
Assessment Inspections	Records relating to inspecting & assessing properties, parcels of land, condominium units, strata space & linear property. <u>Includes:</u> Supplementary assessments & any exemptions. <u>Records may include:</u> Assessment summary sheets, assessment details, field pickup sheets, aerial photographs for farmland assessment, assessment cards (containing information such as land legal description, owner, assessed values, data & valuation, diagram of structures, assessor's notes), individual detailed reports, exception reports, land data input sheets specific to what is being assessed, landowner correspondence relating to specific assessments(s), notice(s) to owner or occupier. <u>Assessments include:</u> Mobile homes, property, machinery, pipeline, equipment & farmland. <u>Also includes:</u> Records relating to assessment inspections initiated by the Minister, or initiated on behalf of the County Council & conducted by an inspector appointed by the Minister. <i>FOIP sections to consider: Section 17.</i>	Y	C	S/O	R	12
Assessment Notices	Records relating to the preparation & issuing of assessment taxation notices or amended assessment taxation notices to the owners of assessed properties, publicizing that the assessment taxation notices have been sent, and correcting the assessment taxation notices, if required. <u>Includes:</u> Certification date of sending the assessment taxation notice. <u>Also includes:</u> Records relating to carrying out an assessment inspection for property including mobile homes, linear property, machinery, pipeline, equipment & farmland. <u>Includes:</u> Supplementary & exemption assessments & the combined tax bill & assessment notice. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	7
Assessment Rolls, Interim	Tax assessment rolls, electronic hard copy rolls, payment adjustment records to tax liability & penalties. <i>FOIP sections to consider: Sections 16, 17 & 24.</i>	Y	I	YE	T	7
Assessment Roll, Final	Annual assessment rolls, final. <i>FOIP sections to consider: Sections 16, 17 & 24.</i>	Y	P	Permanent	P	P
Equalization	Records relating to the County's submission of completed assessment & valuation forms, market ratio assessments, & supporting documentation, to the Minister of Municipal Affairs. <u>Includes:</u> The equalization assessment received from the Minister. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	10
Market Evaluations	Records include market reports (containing information such as market information, certificate of title number, date, legal description, selling price, building income information (e.g. rent) & assessed values), summary documents & calculation documents. <u>Includes:</u> Reports printed from assessment provider. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	7

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
School Declarations	Records relating to the collection & maintenance of school tax declarations (public or separate) as part of the assessment taxation roll requirements. <u>Includes:</u> Signed school support declaration forms completed by the taxpayer, notifications of establishment of new school district(s). <i>FOIP sections to consider: Section 17.</i>	Y	I	Calendar Year	T	5
ASM, Other	Any records that do not fit within the specified ASM categories above. Must be ASM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

COM - COMMUNICATIONS

The function of having County materials such as brochures, leaflets, notices, reports, news releases, etc., regardless of format (i.e. electronic, print, broadcasts, video), distributed within the federal government, Alberta government including Municipal Affairs, other provincial governments, other municipal governments and/or to the public or issued for sale. Includes drafting, manual or electronic production (layout, designing, typesetting, assigning ISBN/ISSN, printing, etc.), marketing & supply of publications by the County. Also includes preparing & distributing external publications (such as annual reports) & leaflets which aim to inform the public about the services & programs of the County. Also includes internal publications which are not intended for routine disclosure to the public (such as newsletters & circulars, etc.). Also includes multi-media publications, CD ROM, websites & on-line information services.

Citations: *Copyright Act, Industrial Design Act, Limitations Act, Municipal Government Act, Patent Act, Trademarks Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Awards to Businesses & Citizens	Awards made to individual businesses or citizens on behalf of the County.	N	P	Award Date	E	5
Awards to County	Awards made to the County.	N	P	Award Date	E	5
Celebrations & Greetings	Records relating to the preparation & sending of messages of appreciation, congratulations, condolence or introduction & Christmas cards to the federal government, Alberta government & other municipal governments. <u>Includes:</u> Address/distribution lists. <u>Also includes:</u> Records relating to MINOR celebrations, ceremonies & functions of County-wide significance or those organized by the County. <u>Also includes:</u> Photographs. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	3
Celebrations, Major	Records relating to major celebrations, ceremonies & functions of County-wide significance or those organized to mark MAJOR anniversaries or significant structures or events. <u>Includes:</u> Photographs. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Permanent	P	P
Media Coverage	Documentation relating to media coverage, media scans & media monitoring about the County & its initiatives. <u>Records include:</u> Newspaper articles, journal articles, television & radio sound/video files, web pages, social media sites & the like. <i>FOIP sections to consider: Sections 16, 23.</i>	N	I	Document Date	T	5
Marketing & Advertising, County	Advertising campaigns that promote the County's activities, services, programs, facilities, radio ads, television ads, newspaper announcements, imaging, posters, etc. <u>Excludes:</u> Marketing materials produced under statutory obligation to outside organizations. <i>FOIP sections to consider: Sections 17, 24.</i>	N	P	YE	T	3
Marketing & Advertising, County, Critical	Marketing materials produced under statutory obligation to outside organizations. <i>FOIP sections to consider: Sections 17, 24.</i>	N	I	YE	T	7
Promotional Materials	Records relating to the design, ordering, production, inventory & distribution of marketing & promotional materials such as banners, annual reports, brochures, pop-up displays, logo'd clothing, swag, visual identity guide, etc. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	S/O	R	3
Photos & Multimedia	Photos, audio recordings, videos & any other multimedia records produced by the County for any purpose, such as events, promotional, marketing & advertising. Note: Photos taken for other business purposes such as inspections & investigations fall under the respective business unit activities. <u>Records include:</u> Physical photos rendered to prints, digital photos of any format, full-motion videos in any format, indexing & cataloging or other forms of photo indexing, etc. Retention Exception: Any item designated as Historical will be kept permanently.	N	I	Document Date	T	5
Public Information Bulletins	State of Local Emergency announcements, drinking water advisories, etc.	N	P	Permanent	P	P
Public Response	Records relating to public reaction, feedback or suggestions. <i>FOIP sections to consider: Section 17.</i>	Y	I	Response Provided	T	3

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Social Media	The provision of information to social media vehicles including Twitter, Instagram, Facebook, Pinterest, YouTube, etc. <u>Records include:</u> All information fed to these vehicles, commentary & commentary responses submitted to the vehicles, screen captures of posts & comments, any analytics of social media usage, reports on social media usage, social media plans & strategy. <u>Also includes:</u> Documentation relating to web analytics including the measurement, collection, analysis & reporting of internet data for the purposes of understanding & optimizing Web usage. Analytics may study the habits & behavior of users, stakeholders, partners & trends. <i>FOIP sections to consider: Sections 16, 23.</i>	N	P	Document Date	T	2
Speeches & Presentations, Council	All speeches & presentations delivered by the Reeve and/or Councilors. <u>Includes:</u> Preparation, drafts, final copies, etc. <i>FOIP sections to consider: Sections 23, 24.</i>	N	I	Permanent	P	P
Speeches, Presentations & Press Conferences, Non-Council	All speeches & presentations delivered by the County Commissioner and/or senior management. <u>Includes:</u> Preparation, drafts, final copies, etc. <u>Also includes:</u> Documents prepared for & delivered to press conferences & documents received in response to press conferences. <i>FOIP sections to consider: Sections 17, 23, 24.</i> <i>FOIP note: Most information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	3
Websites	Internal & external facing websites. <u>Includes:</u> All information that appears on either website, including multimedia, drafts, live pages, & prior pages. <u>Also includes:</u> Any documentation related to how the website is produced or maintained. <i>FOIP sections to consider: Sections 16, 23.</i>	N	P	Document Date	T	5
COM, Other	Any records that do not fit within the specified COM categories above. Must be COM specific.	N	P	Document Date	T	2

RETENTION & DISPOSITION SCHEDULE

CON – COUNCIL

The function of establishing a Council for the County. Includes the formulation & implementation of County Bylaws, policies & procedures. Also includes records of Council meetings, informal Council events and elections.

Citations: *Limitations Act; Municipal Government Act; Local Authorities Election Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Bylaws	Records relating to the development & preparation of proposed bylaws. <u>Includes:</u> Research, reviews, correspondence with external ministries or government agencies, related supporting documentation. <u>Excludes:</u> Policies and original, signed bylaw. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Permanent	P	P
Bylaws, Critical	Original, signed & passed, amended, rescinded & repealed bylaws. Digital & paper versions.	N	P	Permanent	P	P
Council Meeting Records	Records relating to each individual council meeting (by date). <u>Includes:</u> Readings, files, audio & video recordings, delegate presentations, calendars of meetings, related letters of Council meetings, staff reports, briefing notes to Council, decisions, etc. <u>Also includes:</u> Oath of office for new councilors. <u>Excludes:</u> In-camera sessions & Council agendas & minutes. <i>FOIP sections to consider: Section 23. Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Council Meeting Agendas & Minutes	Official County Council meeting minutes & agendas for all regular, special & organizational public meetings. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Council Meeting, In-camera Sessions	In-camera sessions. No records to be taken during an in-camera session.	Y	C	Meeting Complete	E	Destroy
Elections & Plebiscites	Elections & plebiscites. Records relating to a general election, a by-election or a vote on a bylaw or question. <u>Includes:</u> Nomination papers, election records, disclosure statements, election appeals, ballot boxes. <u>Also includes:</u> Oaths of the Deputy Returning Officer, Enumerator & Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first & second election notices, notice of nomination day, notice of election day, dates of advance vote, election materials, statement of results & judicial recounts. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i> Paper version.	N	I	Election Complete	T	See LAE Act for retention
Informal Council Events	Records related to council workshops, orientation meetings, planning sessions, ratepayers meetings, & all other meetings that are not formal council meetings. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	E	5
Policies	Policies are passed by Council, and are different from bylaws in that they are strictly internal facing & apply only to employees. <u>Includes:</u> Records relating to the formulation & implementation of County policies. Each policy must identify the originating business function (i.e. LPM, IMT, etc.). <u>Records may include:</u> Policy proposals (both approved and unapproved), research, drafts & consultation documents, & any other documents related to developing a policy. <u>Excludes:</u> Original, signed policies. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	2
Policies, Critical	Original, signed policies. <i>Approved policies may be actively disseminated or routinely disclosed as noted in Section 89 of the FOIP Act.</i>	N	P	S/O	R	2

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Public Hearings	Records relating to information presented during a public hearing meeting. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
CON, Other	Any records that do not fit within the specified CON categories above. Must be CON specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

CSV – COMMUNITY SERVICES

Services provided by the County to ratepayers, including Social Services, waste & recycling, campgrounds & recreational parks & facilities, arts & heritage, facility booking, cemetery & tours.

Citations: *Cemeteries Act; Family & Community Support Services Act; Libraries Act; Limitations Act; Municipal Government Act; Vital Statistics Act; Alberta Regulation 141/1998 – Libraries Regulation; Alberta Regulation 249/1998 – Cemeteries General*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Campgrounds	Records relating to the planning, design & management of campgrounds.	N	I	Permanent	P	P
Cemeteries	Records relating to the planning, design & management of cemeteries. <u>Includes:</u> Archival, historical records, journals, lot books, log books, registers, etc. <i>FOIP sections to consider: Sections 4, 16.</i>	Y	I	Permanent	P	P
Cemeteries, Interment	Cemetery plot records. <u>Includes:</u> Burials, cremations, interment, certificates & permits. <i>FOIP sections to consider: Section 16.</i>	Y	C	Permanent	P	P
Community Education & Recreation Programs	All courses & programs offered by the County such as FCSS, recreation programs, Parent Link, etc. <u>Includes:</u> Course registrations, membership agreements, course programs & materials. <u>Also includes:</u> Records relating to determining, developing & implementing & evaluating community programs & services. <u>Excludes:</u> Signed participant waivers. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Program End	E	3
Community Engagement	Outreach, workshops, open houses, community discussions, focus groups, engagement policy, etc. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Document Date	T	5
Community Social Services Program Administration	Records related to support, funding, planning & reporting for community social services programs such as the FCSS, Parent Link & Handi-Van programs. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	YE	T	7
County Facility & Space Bookings	General facility bookings & rentals. <u>Includes:</u> Booking rooms within a facility as well as booking outside facilities such as soccer pitches etc. <u>Also includes:</u> Log books, campground bookings, general facility bookings, rentals, etc. <i>FOIP sections to consider: Sections 24, 25.</i>	Y	I	Document Date	T	3
Inquiry Response Preparation	Non-FOIP related inquiries to the County. All inquiries, however received, & the response prepared & returned to the inquirer, & related records generated to prepare the response. <u>Includes:</u> Information that is routinely disclosed and/or actively disseminated. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Document Date	T	2
Libraries	Records relating to operating & managing County owned libraries. <u>Excludes:</u> Funding agreements & joint ventures with other municipal library boards. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	10
Libraries, Critical	Funding agreements & joint ventures with other municipal library boards. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i>	N	I	Permanent	P	P
Recycling	Recycling records, logs, weigh scale records. <i>FOIP sections to consider: Sections 17, 20. Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	3
Social Services Client Records	Client records relating to FCSS, other community & social service programs, courses, disaster center or emergency operations center. <i>FCSS client records are very security-sensitive & strictly confidential.</i>	Y	C	Termination	E	5
Solid Waste	Waste transfer station operations, logs, weigh scale records, & other records relating to landfills or solid waste management operations. <i>FOIP sections to consider: Sections 17, 20. Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	YE	T	3

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Special Events	Community & special event planning. <u>Includes:</u> Exhibits & tradeshow (i.e. agricultural fair). <i>FOIP sections to consider: Sections 16, 17.</i>	N	I	Event Complete	E	5
Tours, Volunteer Program, Minor	Records relating to minor visits & tours by the County staff to other organizations or hosted by the County with the view of promoting the image or services of the County. <u>Includes:</u> Volunteering program & visiting delegations. <u>Excludes:</u> Major visits & tours. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Event Complete	T	3
Tours, Volunteer Program, Major	Records relating to major visits & tours by the County staff to other organizations or hosted by the County with the view of promoting the image or services of the County. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Event Complete	T	3
CSV, Other	Any records that do not fit within the specified CSV categories above. Must be CSV specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

ENF – ENFORCEMENT

The function of investigating & enforcing County bylaws & selected Provincial Statutes; participates in public education, awareness, & cooperative initiatives with public from time to time. Includes preserving & maintaining the public peace & serving court documents within the County.

Citations: *Limitations Act; Municipal Government Act; Peace Officer Act; The Animal Protection Act; The Dangerous Dogs Act; The Environmental Protection & Enhancement Act; The Gaming & Liquor Act; The Highway Traffic Act; The Motor Transport Act; The Petty Trespass Act; The Provincial Offences Procedure Act; The Public Highways Development Act; The Stray Animals Act; Traffic Safety Act; Alberta Regulation 184/2001 – Pest & Nuisance Control; Alberta Regulation 291/2006 – Peace Officer Regulation (Peace Officer Act); Alberta Regulation 312/2006 – Peace Officer Ministerial Regulation (Peace Officer Act).*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Bylaw Enforcement Actions	Action taken against a party as a result of a bylaw infraction. <u>Includes:</u> Photo radar tickets, stop orders, animal control orders, etc. <i>FOIP sections to consider: Sections 4, 17, 20.</i>	Y	C	Order Issued	E	5
Complaints, Enforcement Related	Complaints that have escalated to enforcement action. <i>FOIP sections to consider: Sections 4, 17, 18, 20.</i>	Y	C	Judgement	E	5
Enforcement Actions	Records relating to compelling a person to act in accordance with legislated requirements by applying to the Court of Queen's Bench for an injunction or order to restrain a person from preventing or interfering with the County designated officer's entry, inspection, enforcement or action, or requiring the person to produce anything to assist the designated officer in the inspection, remedy, enforcement or action. <u>Includes:</u> Copy of originating notice, copy of affidavits. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Order Issued	E	3
Lost Property	Records relating to the collection & return of items or cash lost on County property (including in facilities or vehicles), property log lists, found cash deposits, petty cash vouchers for return of lost cash, daily property lists, drivers lists of unclaimed property, monthly reports, etc. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Document Date	T	3
Peace Officers	Peace officer policing records. <u>Excludes:</u> Funding & contracts – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Sections 17, 20.</i>	N	C	Document Date	T	5
Planning Enforcement	Complaints, exceptions, injunctions, related to breach of planning regulations, complaints, violations, inspections, cease use/stop work orders, document registration, & court injunctions. <u>Includes:</u> Records relating to service plans, procedures & mutual assistance programs to manage enforcement services within the County. <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	Close	E	10
Prosecutions	Prosecutions, appeals, investigations, warnings, orders, violations, complaints under County Bylaws, Provincial offenses, court appearance reminders, notices of trial, violation tickets, issuance & execution of warrants, conversation records, correspondence, complaint investigation reports, photos, officers notes/notebooks, witness lists, witness statements, subpoenas, summonses, court briefs, decision appeals, bylaw cleanup, weed control reports & any other item labelled as evidence. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Judgement	E	12
Violations & Tags	Records relating to offences & penalties resulting from an order to a person to comply with an Act or any order, permit, certificate or variance. <u>Records may include:</u> Occurrence/complaint report, initial occurrence/complaint letter, & copy of violation ticket issued by a County officer, court briefs prepared by the issuing County officer, warrants & warrant information. If not resolved, this moves to Enforcement Actions. <i>FOIP sections to consider: Sections 4, 17, 20.</i> <i>Note: If violation goes to trial, notation must be made that the violation information becomes a Legal & Regulatory, Legal Proceedings record.</i>	Y	C	YE	T	5

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Warrants	Prosecutions, appeals, investigations, warnings, orders, violations, complaints under County Bylaws, Provincial offenses, court appearance reminders, notices of trial, violation tickets, issuance & execution of warrants, conversation records, correspondence, complaint investigation reports, photos, officers notes/notebooks, witness lists, witness statements, subpoenas, summonses, court briefs, decision appeals, bylaw cleanup & weed control reports. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Resolution	E	3
ENF, Other	Any records that do not fit within the specified ENF categories above. Must be ENF specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

EQP – EQUIPMENT & SUPPLIES

The function of acquiring, supplying, maintaining, repairing & disposing of equipment & supplies stocked & used by the County for administrative & operational purposes. Items of equipment include instruments, implements, tools, machines, furniture & furnishings. Also includes chemicals, hardware, homeware items, kitchen/cleaning items & stationery.

Citations: *Limitations Act; Municipal Government Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Acquisition, Purchasing, Management & Administration of Equipment	Records relating to the acquisition of equipment through any means, including purchase or donation. <u>Includes:</u> Equipment that is specially built or modified, arrangements for the delivery of equipment, equipment warranties, equipment manuals, & equipment maintenance & repair logs. <u>Excludes:</u> Acquisition via leasing & the acquisition of computer equipment & software – refer to ADM for leasing/leasing out. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Disposal	E	7
Communications Equipment	Radios, transmission tower, repeater. <u>Includes:</u> Installation, repair, maintenance, licensing, transmission monitoring, etc. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Permanent	P	P
Equipment Asset Disposal	Records related to disposal of assets. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Disposal	E	7
Equipment Records	File containing records relating to a specific piece of equipment. <u>Includes:</u> Copies of new asset form, bill of sale, invoice, etc. & all regular maintenance & inspection reports, equipment warranties. Note: If equipment is ever sold, sever names from work orders, provide copy to owner and keep original. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Disposal	E	7
Supplies, Equipment	All records pertaining to the stocking, usage & inventorying of equipment supplies & supplies related to equipment such as cleaning materials. <u>Includes:</u> Inventory lists. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
EQP, Other	Any records that do not fit within the specified EQP categories above. Must be EQP specific.	N	P	Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

FIN – FINANCE

The function of managing the County's financial resources. Includes establishing, operating & maintaining accounting (payables, receivables, revenue) systems, controls & procedures, financial planning, reporting, preparing budgets & budget submissions, managing funds, allocations & revenue from sales & investments. Also includes the monitoring & analysis of capital assets and capital projects.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 123/2000 – Municipal Affairs Grants*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Accounts Payable	<u>Records include:</u> Payment of accounts, expense reports, procurement visa records, invoices, related backup, vouchers, receipts, cheque requisitions, account statements, ledger printouts, billing adjustments. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	I	YE	T	7
Accounts Receivable	<u>Records include:</u> Cash processing (i.e. collection, counting, tracking & deposit) of accounts receivable for all revenue generating activities, invoices, related backup, cash receipts, summaries, reports, daily deposits/cash reports, cash-in-lieu records, daily cheque log, receipts, card locks, utility forms & batch logs. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	I	YE	T	7
Asset Management	Records regarding the purchase, lifecycle, depreciation & disposal of all capital assets of all types. <u>Includes:</u> Asset control register. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Audited Financial Statements	Annual audited financial statements. <u>Includes:</u> Corporate financial statement, financial information return, financial statistical return & internal financial reports. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Audits of County Business	All audits of County business including Alberta Municipal Affairs audit of county assessments & all other audits. <u>Includes:</u> Working papers prepared for auditing purposes. <u>Excludes:</u> Auditor's report. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Audit Complete	E	7
Audits, Critical	Auditor's report. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Banking Transactions	Control of cheques, control register, cheque register, deposit slips, stop payments, bank transfers/requests, bank statements, bank reconciliations, new account set-up, void cheques, NSF cheques, blank cheques, & petty cash. <i>FOIP sections to consider: Sections 17, 24, 25.</i> Cheques are a paper document only.	Y	I	YE	T	7
Borrowing	Debentures & any other form of borrowing instrument. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Budget, Final Approved	Final annual operating & capital budget(s) as approved by Council. <i>FOIP sections to consider: Sections 24, 25.</i>	N	P	Permanent	P	P
Budget, Working Papers	Interim budget calculations, estimates, & working papers. <i>FOIP sections to consider: Sections 24, 25.</i>	N	I	YE	T	7
Capital Projects	Records related to named capital projects (TCA or NON-TCA). <u>Records include:</u> initial or new construction of County-owned buildings & facilities, major & minor repairs; renovations; maintenance & servicing of a County-owned building, recreational area, park or facility. <u>Also includes:</u> Original drawings & as-builts. <u>Excludes:</u> Maintenance contracts or servicing agreements – refer to LEG. <i>FOIP sections to consider: Section 20, 25.</i>	Y	I	Permanent	P	P
Donations	Records relating to donations of money or objects, or offers of donations. <u>Includes:</u> Records relating to trusts (receipt & distribution of funds & conditions of use). <i>FOIP sections to consider: Section 17.</i>	Y	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Financial Analysis	Records related to any analysis of the County's financial performance in relation to any benchmark. <u>Includes:</u> Analysis conducted by the County, or conducted by third parties. <i>FOIP sections to consider: Sections 24, 25.</i>	N	P	YE	T	7
General Ledger	Reconciliations, trial balances, etc. for the general & payroll ledgers (monthly & year-end). <u>Excludes:</u> General ledger. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	YE	T	7
General Ledger, Critical	General ledger. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Grants – Issued by the County	Records relating to grants issued to other parties from the County. <u>Includes:</u> All grant information from the initial application through to the close of the grant. <i>FOIP sections to consider: Sections 21, 23, 24, 25.</i>	N	P	Expiry	E	12
Grants – Received by the County	Records relating to grants received by the County from other parties. <u>Includes:</u> All grant information from the initial application through to the close of the grant (e.g. MSI grant funding). <i>FOIP sections to consider: Sections 21, 23, 24, 25.</i>	N	P	Permanent	P	P
Investment	County investment of funds. <i>May need privacy review under FOIP prior to release.</i>	N	I	YE	T	7
Misappropriations	Records relating to matters of theft, fraud, misappropriation, or negligence. <u>Includes:</u> Actual, attempted or suspected fraud, theft, misappropriation, or negligence, doubtful debts, irrecoverable, revenue, debts & overpayments, recovery of debt, waiver of debt & write-offs resulting from misappropriation. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	C	Closure	E	12
Offsite Levy Payments	Financial records (only) regarding offsite levies. <i>For other offsite levy related documents, see PLN.</i> <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Pre-authorized Payment Plans (TIPP, PUPP)	Installment payment plans payable to the County including tax installment payment plans (TIPP) and PUPP programs. <u>Includes:</u> Program sign-up/registration documentation, void cheques, correspondence, invoices, inquiries, & database records. <i>FOIP sections to consider: Sections 16, 17, 24, 25.</i>	Y	C	Termination	E	7
Project Cost Management	Cost analysis of capital & non-capital projects. <i>FOIP sections to consider: Sections 24, 25.</i>	N	I	Permanent	P	P
Reserve Funds	Reserve funds, reserve replacement, reserves. <i>May need privacy review under FOIP prior to release.</i>	N	P	YE	T	7
Scholarships & Bursaries	All records related to the awarding, funding, cancellation related to all scholarships & bursaries & similar programs which are funded by the County. <i>May need privacy review under FOIP prior to release.</i>	Y	I	Conditions Complete	T	7
Security Trust Fund Management	Investment of financial security assurances (e.g. performance bonds) received from contractors (developers, contract bidders, builders, etc.). All records related to the purchase, investment & return of funds. <u>Includes:</u> GIC's and T5's. <i>May need privacy review under FOIP prior to release.</i>	N	I	Return of Funds	E	3
Tax	Records relating to the Goods & Services Tax (GST) rebate. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	YE	T	7
Year-End	Year-end binders & working papers. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
FIN, Other	Any records that do not fit within the specified FIN categories above. Must be FIN specific.			Document Date	T	7

RETENTION & DISPOSITION SCHEDULE

FLT – FLEET MANAGEMENT

County vehicles regardless of whether the vehicle is owned or used by the County. Vehicles are any kind of mechanical appliance on wheels or runners used to carry people or goods from one place to another over land. Excludes mobile equipment such as aerators & lawn mowers.

Citations: *Dangerous Goods Transportation & Handling Act; Limitations Act; Municipal Government Act; Traffic Safety Act; Alberta Regulation 118/1989 – Commercial Vehicle Maintenance; Alberta Regulation 211/2006 – Vehicle Inspection (Traffic Safety Act); Alberta Regulation 315/2002 – Commercial Vehicle Dimension & Weight Regulation (Traffic Safety Act); Alberta Regulation 414/1991 – Commercial Vehicle Inspection; National Safety Code*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Acquisition, Purchasing, Management & Administration of Vehicles	Records relating to the acquisition of vehicles through any means including purchase or donation. <u>Includes:</u> The authorization for the County to acquire vehicles & the arrangements for the delivery of the vehicle. <u>Also includes:</u> Vehicles that are specially built or modified, vehicle warranties, vehicle manuals, vehicle maintenance & repair logs & specification sheets. <u>Excludes:</u> Acquisition via leasing – refer to ADM for leasing/leasing out. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Disposal	E	7
Daily Pre-Trip Inspections	Completed daily pre-trip inspections shall be disposed of in accordance with the National Safety Code. Minimum 6 months for each unit (no defects noted). Minimum 4 years for each unit that a defect has been reported & corrected. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Document Date	E	Refer to NSC
Fleet Disposal	Sale of vehicles. <u>Includes:</u> Sales through auction. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Disposal	E	7
Supplies, Fleet	All records pertaining to the stocking, usage, and inventorying of fleet supplies & supplies related to fleet such as cleaning materials. <u>Includes:</u> Log books and inventory lists. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
Vehicle Records	File containing records relating to a specific vehicle. <u>Includes:</u> Copies of new asset form, bill of sale, invoice, etc. & all regular maintenance & inspection reports, log books & vehicle warranties. <u>Excludes:</u> Daily pre-trip inspection reports. Note: If vehicle is ever sold, sever names from work orders, provide copy to owner & keep original. <i>FOIP sections to consider: Sections 16 to 29.</i> Log books are paper document only.	Y	I	Disposal	E	7
FLT, Other	Any records that do not fit within the specified FLT categories above. Must be FLT specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

FIR – FIRE & EMERGENCY

The function of providing fire prevention, suppression, investigation & inspection services to the design, manufacture, construction, installation, operation & maintenance of buildings, electrical systems, gas systems, plumbing, & private sewage disposal systems & pressure equipment. Also includes the development of integrated emergency plans & mutual assistance programs & provision of emergency response services to deal with emergencies that result in serious harm to the safety, health or welfare of people who reside in the County, or in widespread damage to property located in the County.

Citations: *Emergency Management Act; Forest & Prairie Protection Act; Limitations Act; Municipal Government Act; Safety Codes Act; Alberta Regulation 60/2017 – Forest & Prairie Protection Regulation; Alberta Regulation 65/201 – Forest & Prairie Protection (Ministerial) Regulation; Alberta Regulation 351/2003 – Exemption Regulation (Safety Codes Act); Alberta Regulation 32/2015 – Fire Code Regulation (Safety Codes Act); Alberta Regulation 16/2004 – Administrative Items (Safety Codes Act); Alberta Regulation 51/1994 – Disaster Recovery (Emergency Management Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Emergency Call, 911	Call logs, call center records, etc. <i>FOIP sections to consider: Sections 16, 17, 18, 20.</i>	Y	C	YE	T	12
Emergency & Disaster Plans	Emergency & disaster plan, local state of emergency records, emergency response planning, disaster center planning & liaison. <i>FOIP sections to consider: Section 16, 17, 18, 20, 24, 25.</i>	N	I	Permanent	P	P
Emergency Events	Emergency operations center or disaster center operations in response to an emergency event including set-up, management & decommissioning. <i>FOIP sections to consider: Sections 16, 17, 18, 20.</i>	N	P	Permanent	P	P
Fire/Emergency Statistics & Data	Collection & reporting of fire/emergency-related data such as quarterly reports, location maps, damage assessment reports. <i>May need review under FOIP prior to release.</i>	N	P	Document Date	T	5
Fire Inspections	Building site inspections – compliance with safety fire codes, inspection forms, inspection reports, deficiency reports, rechecks, duty officer reports, incident data, building blueprints, & requirements reports. Excludes: New building permit fire inspections – <i>Refer to PLN – Planning & Development</i> <i>FOIP sections to consider: Sections 17, 20.</i>	N	I	S/O	R	11
Fire Investigations	Fire investigations – Statements, photos, reports, approvals for information releases, court minutes, fire loss inventories, apparatus response fees, copy of statement of claim, report of services, arson scene examinations, follow-up reports, fire detector/fire alarm reports, fire-related death or injuries, details of casualties or injuries. Includes: detaining or removing anything for the purpose of evidence, with or without a warrant, which the responder discovers during an investigation. Records may include: Fire reports (CF40), response crew (additional staff if required), statements of firefighters, statements of witnesses, paraphrased statements of witnesses, diagrams or photographs of the scene, reports from outside agencies (such as electrical & gas experts or RCMP). Records of this nature may include but are not limited to Motor Vehicle Collisions (MVC) or Medical Co-Response (MCR) records. <i>FOIP sections to consider: Sections 16, 17, 18, 20, 24. The FOIP Act overrides Section 63 of the Safety Codes Act.</i>	Y	I	Complete	E	12
Fire Response Planning & Mapping	Production & maintenance of fire response maps, CAD Mylar versions, condo, site, district maps, formatting information, road closure maps, street layout maps, hydrant maps, district profiles site plans. <i>FOIP sections to consider: Sections 17 to 24.</i>	Y	I	Permanent	P	P
Patient Care Records	Medical treatment offered to public, compliance records, ECGs, & patient care reports. <i>FOIP sections to consider: Sections 16, 17, 18, 20.</i>	Y	C	Document Date	T	10
Response Call Records	Records relating to the response of all received calls for emergency assistance. <i>FOIP sections to consider: Section 16, 17, 18, 20.</i>	Y	C	YE	T	10
Training	Specialized fire & emergency training.	N	P	Document Date	T	5
FIR, Other	Any records that do not fit within the specified FIR categories above. Must be FIR specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

GOV – GOVERNANCE

The activities whereby the County governs itself & proves compliance with its obligations. Records include statutory reporting, petitions, policies, government relations, & compliance.

Citations: *Limitations Act; Municipal Government Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Compliance, County	Records relating to the County's compliance (proof of compliance) with mandatory statutory or administrative requirements & standards. <u>Also includes:</u> Records relating to minor or serious breaches or failures of the County to meet compliance requirements. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Case Closed	E	10
Government Relations & Liaison	Relations with provincial & federal governments, & other municipalities. <u>Includes:</u> Records relating to regular, general contact (networking). <u>Also includes:</u> Corporate profiles, board members, meeting notes, names of contacts, business cards, & correspondence regarding potential projects. <i>FOIP sections to consider: Section 17.</i>	Y	I	Document Date	T	5
Improvement District Orders	Records relating to improvement district orders. <u>Includes:</u> Original, signed improvement district order.	N	P	Permanent	P	P
Incorporation	Records relating to the incorporation of the County.	N	P	Permanent	P	P
Ministerial Orders	Records relating to ministerial orders. <u>Includes:</u> Original, signed ministerial order.	N	P	Permanent	P	P
Petitions, Formal	Petitions received in accordance with MGA Petitions standards. <u>Includes:</u> Records of response & analysis of the petition. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i> Paper version.	Y	I	Permanent	P	P
Petitions, Informal	Petitions received from ratepayers such as letter-writing campaigns, online petition websites, etc. that are not in accordance with MGA standards. <u>Includes:</u> Records of response & analysis of the petition. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Document Date	T	5
Statutory Reporting	The activity of initiating or providing a formal response of any nature, to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), & providing formal statements or findings of the results of the examination or investigation. <u>Includes:</u> Agendas, briefings, discussion papers, proposals, reports, reviews & returns. <u>Also includes:</u> Enforcement services reports & statistics, annual tax assessment roll, financial reports & benchmarking. <u>Submissions or directions may include:</u> Letters of support, resolutions & requests for government action or support, responses received, including approvals or rejections & Council direction given on major issues. <i>FOIP sections to consider: Section 16 to 29.</i>	N	I	Document Date	T	7
GOV, Other	Any records that do not fit within the specified GOV categories above. Must be GOV specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

HR – HUMAN RESOURCES

The function of managing all employees, including staff development, in the County. Employees include fee-for-service (contract), employment agency, & employment program individuals. Records relate to all aspects of an employee's service such as recruiting. Includes conditions of employment, counselling & disciplining, training & appraising performance. Also includes arrangements & authorization for staff travel, increasing & decreasing County positions, grading/evaluating positions & preparing organization charts. Excludes occupational health & safety.

Citations: *Employment Pension Plans Act; Employment Standards Code; Limitations Act; Municipal Government Act; Occupational Health & Safety Act; Peace Officer Act; Workers Compensation Act; Alberta Regulation 154/2014 – Employment Pension Plans Regulation (Employment Pensions Act); Alberta Regulation 312/2006 – Peace Officer Ministerial Regulation (Peace Officer Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Agreements	Records relating to collective agreements & subsidiary agreements & awards by the Labor Relations Board related to the County. <u>Includes:</u> Original, signed agreements, including collective agreements with the Alberta Union of Provincial Employees. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i>	Y	I	S/O	T	11
Pension (Finance)	Financial records relating to pension. <u>Includes:</u> All pension related annual reports, compliance letters, annual contribution, etc. <i>FOIP sections to consider: Section 17.</i> Paper version.	Y	C	YE	T	7
Collective Action & Bargaining	Records relating to collective and/or employee action (strikes) being undertaken by employees of the County. <u>Also includes:</u> Records relating to situations where a dispute is concluded & informal collective bargaining has NOT resulted in a collective agreement. <u>Also includes:</u> Records relating to collective agreements of a precedent setting nature that apply to the County & affect a majority of the County's employees; or makes innovative and/or contentious changes to working conditions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Permanent	P	P
Disputes	Records relating to arguments, disagreements, or other disputes that occur in connection with entering into, renewing, or revising a collective agreement. Disagreement may relate to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc. <u>Includes:</u> Mediator's recommendations and reports. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Permanent	P	P
Employee Surveys & Plans	Satisfaction surveys, compensation plans, leave plans, etc.	N	I	S/O	T	5
Investigations, Personnel	<u>Includes:</u> Complaints (grievances) & all related subsequent documentation, such as any disciplinary measures. <u>Also includes:</u> Records relating to infringements (conflict of interest, speeding tickets, etc.) <u>Excludes:</u> OHS & WCB investigations. NOTE: Refer to Collective Agreement for information regarding filing procedure. <i>FOIP sections to consider: Sections 17, 20, 24, 25, 29.</i> Paper & digital versions.	Y	C	Case Closed	E	11
Job Descriptions	Finalized version of job description for all positions. <u>Excludes:</u> Signed job descriptions – see Personnel Files, Critical	N	P	S/O	T	3
Payroll	Records relating to the administration of employee salaries (compensation). <u>Includes:</u> Timesheets, deductions, garnishees, individual earnings (paystubs – managed by HR), records journal, employment insurance records & T4's. <i>FOIP sections to consider: Section 17, 24, 25.</i> Garnishees – Paper version.	Y	C	Y/E	T	7
Peace Officer Appointments	Records relating to the appointment of a peace officer including records relating to suspension or cancellation of the peace officer's appointment. <i>May need privacy review under FOIP prior to release.</i>	Y	C	Termination	E	11

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Peace Officer Complaints	Records relating to receiving & acknowledging a complaint against a peace officer, notifying the peace officer concerned that a complaint has been made & advising the complainant of the status of the complaint. <u>Includes:</u> Investigation of the complaint according to the County's policies & process for managing & responding to public complaints against a peace officer. <u>Also includes:</u> Copies of complaints with investigative results & details of the disposition of the complaint, notifications to the Solicitor General & Public Security Ministry of disciplinary action taken against the peace officer. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Matter Settled	E	11
Performance Management	Measurement methods of individual & group performance, employee development models, etc. related to performance of employees. <i>FOIP sections to consider: Sections 17, 19, 23, 25, 26.</i>	Y	C	Termination	E	7
Personnel Files	<u>Employee records include:</u> Application form, resume, job offer letter, confirmation of employment, criminal records check, driver's abstracts, driver's license, official oath, passport, personal information, return service agreements, benefit enrollment, counselling, medical, dental, health & wellness, medical certificates, training certificates, probationary periods, leave, long term disability, achievement notices, change in status, notice of promotion, letter of transfer, separation certificate, performance review, rewards, commendation letters, recognition, warnings, suspension, & disciplinary action. <u>Also includes:</u> TD1's, TD1AB's & RRSP enrollment & termination. <u>Excludes:</u> Accident/incident records. <u>Note:</u> Refer to the collective agreement regarding disciplinary action (written reprimands). The collective agreement outlines what disciplinary action records are, when they can be removed & the process for removing them. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Termination	E	11
Personnel Files, Critical	Employee records to be kept permanently. <u>Include:</u> Commencement sheet, designation of beneficiary, beneficiary cards, pension partner, and date membership began & ended; payment option; transfer of payment details; signed pension partner waiver & any other items that may be relevant to the member & entitlement. <u>Also includes:</u> Pensionable service for the current year, accumulated service at the end of the year, & if required, a termination report, annual statements & LAPP buyback, registration & change of enrollment. <u>Also includes:</u> ROE's and signed job descriptions. <i>FOIP sections to consider: Sections 16 to 29.</i> Paper version.	Y	C	Permanent	P	P
Recruitment & Hiring	<u>Records relating to:</u> The approval to fill County vacancies; advertising vacant positions; handling & screening applications, interviewing, selecting & offering the position. <u>Also includes:</u> Applications received where an interview was granted & recruiting volunteers. <u>Also includes:</u> Records relating to applications submitted to the County for employment that are unsuccessful & applications received that are not solicited for by the County NOTE: The successful candidate's resume is forwarded to the personnel employee file. NOTE: Unsolicited applications are not accepted. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i>	Y	C	Y/E	E	1
Training & Education	Various training education programs (internal & external) attended by County employees or Council members. <u>Includes:</u> Course materials, examination checklists, test permits, workshop data, instructors, participant materials, course evaluations, conference attendance, course statistics & online training courses. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Completed	T	5

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
WCB – Employee Records	<p>Employees' medical histories of accidents or incidents, treatments, etc., WCB claims, incident/accident investigations, employers' progressive injury questionnaire, doctors' notes & correspondence, health assessments, interventions, immunization records, audiograms, blood tests, psychological tests/evaluations, counselling reports, authorizations for return to work, modified work assignment requirement, work restriction, special equipment requirements, etc.</p> <p><i>FOIP sections to consider: Sections 17, 24, 25.</i></p> <p>Paper & digital version.</p>	Y	C	Close	E	4
HR, Other	Any records that do not fit within the specified HR categories above. Must be HR specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

IM – INFORMATION MANAGEMENT

The function of managing the County’s data, information resources & records & applying information & communications technology to support the business needs of the County where possible. Includes creating, capturing, coding, classifying, indexing, storing, retrieving & disposing of records & developing strategies to manage records (active, semi-active, inactive & archival), forms, reports, & directives. Also includes the acquisition, control & disposal of library & other information products, items kept for reference purposes & the provision of service to internal & external customers, based on information resources. Also includes data & metadata administration & FOIP. Also includes communications systems such as video-conferencing, voice mail & electronic mail & the technical aspects of the internet, intranet & websites.

Citations: *Limitations Act; Municipal Government Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Acquisition	Records relating to the acquisition of information such as library material, databases, etc. through any means including purchase & subscription. <u>Excludes:</u> Acquisition via leasing – refer to ADM. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Disposal	E	7
Application Software	Acquisition, licensing true-up, license renewals, software upgrades, including email. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	5
Audit	Records relating to business systems audit such as a records management system audit, or a privacy audit conducted by an external or internal source. <u>Includes:</u> Auditors reports & working papers prepared for auditing purposes. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Audit Complete	E	7
Conservation	Records relating to the activities involved in the preservation, protection, maintenance, & restoration of data & records including vital records & other information resources. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	Event Complete	E	5
Database Management & Administration	All databases maintained by the organization. <u>Includes:</u> GIS, mapping, financial, personnel, & other databases (i.e. back-ups, upgrades, trouble-shooting, password management, SQL reports, etc.). <u>Also includes:</u> Data integrity checks. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	Document Date	T	5
Development	Custom applications, integration, modifications & enhancements to existing software, any intellectual property (IP) attributable to the County & the protection thereof. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Project End	E	10
Disposal of Equipment	Records relating to the de-commissioning and/or disposal of technology & telecommunications items such as hardware, software, applications documentation, code & databases. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	Destroy Date	E	11
Disposition of Records	Records detailing which records were destroyed, when, how, by whom, & their adherence to the retention schedule. <u>Includes:</u> Disposition certificates. <u>Also includes:</u> Transfer certificates detailing which records were transferred to the Provincial Archives.	N	I	Permanent	P	P
FOIP Administration	FOIP program administration & related records. <u>Includes:</u> Feasibility studies & other records relating to the development or substantial modification of computer-based systems involving personal information. <u>Also includes:</u> Privacy impact statements or assessments, privacy specifications, comments from the Office of the Information & Privacy Commissioner, & individual cases relating to privacy issues. <i>FOIP sections to consider: Sections 16, 17, 20, 24, 25.</i>	N	I	Document Date	T	5
FOIP Requests	All records that are produced in response to a specified FOIP request. <u>Includes:</u> Actual request form, responsive material, working papers, notes, correspondence & any activities related to satisfaction of the request. <i>FOIP sections to consider: 16, 17, 20, 21, 24, 25.</i>	Y	C	Case Closed	E	10

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
In-House Support & Maintenance	Support for systems, software & equipment provided to County employees. <u>Includes:</u> End-user training, help-desk, minor repairs, support plans & support records. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	5
Intranet & Website	Planning, design, development & maintenance of internal & external-facing websites & intranet. <i>FOIP sections to consider: Sections, 16, 23.</i>	N	I	Document Date	T	10
Inventory	Inventory lists and/or indices of information, library or records. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	S/O	R	2
Library & Reference Materials	Catalog & reference materials stored in departmental reference libraries. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
Mapping	Records relating to requested geographic map products & updates. Records include GPS & GIS integration information into County internet & intranet & related viewers. <u>Also includes:</u> Changes resulting from Land Titles updates & land development, public & internal County enquiries, public meetings & advertisements (i.e. county landownership maps). <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
Security	Records relating to the development & management of technology & telecommunications security systems. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	S/O	R	11
IM, Other	Any records that do not fit within the specified IM categories above. Must be IM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

INS – INSURANCE & RISK MANAGEMENT

Activities relating to coordinating insurance policies to cover losses or damages to County properties & to cover injury or personal loss to County employees & the public. Also includes the activity of managing the identification of risks & implementing appropriate practices & procedures to reduce the impact of economic loss arising from incidents.

Citations: *Insurance Act; Limitations Act; Municipal Government Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Insurance Claims	All records relating to each insurance claim the County makes, such as buildings, equipment, fleet vehicles, etc. <u>Includes:</u> Applications, photos, forms, adjuster reports, repairs, etc. <u>Excludes:</u> Insurance claims involving a minor. <i>FOIP sections to consider: 17, 20, 24, 25.</i>	Y	C	Claim Settled	E	12
Insurance Claims, Minor	Insurance claims involving a minor (under 18 years old). <u>Includes:</u> Applications, photos, forms, adjuster reports, repairs, etc. <i>FOIP sections to consider: 17, 20, 24, 25.</i>	Y	C	Claim Settled	E	30
Policies	Records relating to the annual renewal of insurance policies. <u>Includes:</u> Actual insurance policies. <u>Also includes:</u> Policy change requests. <i>FOIP sections to consider: 24, 25.</i>	Y	I	Policy Expiry	T	11
Risk Management	Records' relating to the development & implementation of the County's disaster recovery plan as it relates to equipment, fleet, information management, safety, infrastructure & property. Includes master plan & reports relating to individual disasters. <i>FOIP sections to consider: 16, 17, 18, 24, 25.</i>	Y	I	S/O	R	11
INS, Other	Any records that do not fit within the specified INS categories above. Must be INS specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

LEG – LEGAL & REGULATORY

The function of obtaining legal services from private sector law firms. Includes the interpretation of legislation & provision of advice to the County regarding legal matters, the drawing up of legal agreements & the handling of legal action & disputes. Also includes formal inquires where the County is required to be involved or to participate. Excludes Municipal Law Enforcement.

Citations: *Copyright Act; Expropriation Act; Industrial Design Act; Land Titles Act; Limitations Act; Municipal Government Act; Patent Act; Alberta Regulation 480/1981 – Forms (Land Titles Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Contracts & Agreements	Contracts with internal or external parties that contain financial terms. <u>Includes:</u> Land leases, building leases, gravel pit leases, enforcement services agreements, infrastructure agreements, pipeline agreements & easements. <u>Excludes:</u> Non-financial for other types of contracts (see Contracts, Non-Financial (ADM)). <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Copyrights, Trademarks, Logos & Patents	Copyrights, trademark, logos, or patents held by the County. <u>Records may include:</u> File summaries, copyright certificate registrations, applications for registration, correspondence, intellectual property, requests to reproduce material, etc. <i>FOIP sections to consider: Sections 16, 17, 25.</i>	N	I	Permanent	P	P
Expropriations	Records relating to acquiring an estate or interest in land by full or partial expropriation. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Land Purchase, Transfer & Disposal	Contracts, agreements for sale, disposal of County inventory, resulting from road closures, negotiations, drafts, plans, surveys, appraisals, & titles information signed contracts agreements, & reclamations. Council approval schedules receipts of payment. <u>Includes:</u> Land swaps with other parties. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Legal Opinions & Other Cases	Records relating to all types of advice/opinions of a major/significant nature from private sector law firms relating to interpretations of legislation, matters of public interest or controversy, matters which are precedent-setting in nature or matters resulting in significant change to the County's policy and/or procedures. May include advice associated with conflict of interest, opinions, decisions, or rulings on various subjects (financial, taxation, industrial relations, etc.) retained for reference purposes obtained either internally or externally. <u>Also includes:</u> Ministerial orders tribunal rulings. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Close	E	10
Legal Proceedings	Litigation involving the County. <u>Includes:</u> Loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, statements of claim, affidavits, blue prints, litigation binders, court & insurance claims, liens, etc. NOTE: Cases involving a minor (under 18 years old), will be retained until the individuals 18 th birthday plus 12 years. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Close	E	12
Public Incidents (Non-Worker)	Records of public incidents. <u>Includes:</u> Reports, claim forms, investigations, photos, remediation & follow-up. <u>Excludes:</u> Employee or volunteer incidents. <i>FOIP sections to consider: Sections 17, 24, 25.</i> Paper & digital versions.	Y	C	Close	E	12
Waivers	Signed waivers (paper and/or digital) for courses, special events, volunteer activities, or other programs offered by the County. NOTE: Waivers for a minor (under 18 years old), will be retained for 30 years after event date. <i>FOIP sections to consider: Sections 16 to 29.</i> Paper version.	Y	I	YE	T	15
LEG, Other	Any records that do not fit within the specified LEG categories above. Must be LEG specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

LPM – LAND & PROPERTY MANAGEMENT

The function of managing land including parks, gravel pits & landfills & properties such as working & storage space within premises, & of acquiring, constructing, altering, managing, maintaining, protecting & disposing of property. Includes buildings & land allotments owned, rented or leased by the County, such as office building, shops, & warehouses. Also includes the removal of pollutants & waste. Excludes cemeteries, public works, structures & the system or works of a public utility.

Citations: *Code of Practice for Landfills; Land Titles Act; Law of Property Act; Limitations Act; Municipal Government Act; Public Lands Act; Standards for Landfills; Alberta Regulation 43/2002 – Subdivision & Development; Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act); Alberta Regulation 480/1981 – Forms Regulation (Land Titles Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Area Redevelopment Plan, Technical	Geotechnical evaluation, groundwater/storm water evaluation, sanitary sewage build-out flows related to area redevelopment plans. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Eng. Building Permits, Technical	All technical records related to design & development, construction & completion of building permits in the County. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Eng. Development Permits, Technical	All technical records related to design & development, construction & completion of development permits in the County. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Eng. Subdivision, Technical	<u>Subdivision technical file:</u> Soil; geotechnical; undermining reports; grading; traffic; pavement; emergency response; storm water; sanitary reports; stamped accepted drawings; photos; explosive permits. <u>Building & Development file:</u> Development checklist; photos; correspondence; memos; site plans; utility right of way; final acceptance certificates; construction completion certificates; as-builts; line routes; sewer inspections; storm water management plans; material test results; fire; flood; records relating to approving an application for subdivision. <u>Records may include:</u> Application, sketches or plans, maps, water distribution & wastewater collection reports, subsurface assessment, flood plain map, land use & land surface characteristics, sour gas facility map, conceptual schemes, distribution lists, notifications, responses from interested parties, recommendations, decisions, notice of decisions, endorsements & information related to endorsements, a copy of the subdivision & development appeal board (SDAB) decision. <i>FOIP sections to consider: 16, 17, 25.</i>	N	I	Permanent	P	P
Engineering Design Guidelines & Standards	Design, construction & landscape guidelines as updated & approved by Council. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	12
Gravel Management	Extraction, procurement & management of gravel sites (pits), & gravel products. Note: <i>Gravel haul cards will be retained for 7 years after year-end (financial record).</i> <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Heritage Sites	Development, implementation & administration of heritage program, program guidelines, goals, objectives, background information, forms, program requirements, information on heritage programs in Alberta. Sites classified as heritage sites, site address, plan, photos, slides, summary site history, heritage evaluation, permit history. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Inactive Landfills	Ongoing management of inactive landfill sites, outstanding issues, letters, management records, landfill site assessments & inspections. <i>FOIP sections to consider: Sections 16, 25.</i>	N	I	Permanent	P	P
Infrastructure Data Mapping & Imaging	Ortho-photo, GIS, as-builts, flood mapping, street lighting maps. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Line Maps	Maps of buried & overhead power, gas, & phone lines & their locations. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Local Improvements	Improvements made as a result of a bylaw. <u>Non-bylaw records</u> : Construction & implementation. <i>FOIP sections to consider: Sections 16, 17, 25.</i>	N	I	Final Payment & Bylaw Expiry	E	10
Oilfield Notifications	Records relating to notifications received from companies regarding oilfield activities on and/or near County-owned land.	N	I	YE	T	7
Ratepayer Owned Improvements	Land improvements funded by ratepayers where the asset is not owned by the County. <i>FOIP sections to consider: Sections 16, 17, 25.</i>	Y	I	Document Date	T	25
Road Bans	Records relating to imposing prohibitions, limitations, conditions or restrictions on roads within the County.	N	P	Restriction Lifted	E	11
Road Closures	Records relating to closing a road. <u>Records include</u> : Description of the road, copy of recommendation to Council stating intent to close, notice of intent advertisement, list of affected parties, notice to affected parties, written comments from the affected parties, proposed bylaw, letter to land titles, letter to Minister, registration document (if applicable), & the decision letter of Council. The road lease agreements are also included in this record. <u>Also includes</u> : Requests that have not been approved by County Council. In cases where a claimant (landowner) is seeking a determination of compensation, usually due to hardship from access, from the Land Compensation Board or Surface Rights Board, records may also include application for determination of compensation, reply to application for determination of compensation, notice of commence proceedings, summons to a witness, copy of landowner's independent appraisal, market value & value of land determination documents, disturbance compensation & copies of judgement/decision. <i>FOIP sections to consider: Section 17.</i> <i>Note: May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Water Level & Quality Monitoring	Measurements & logs of well water, groundwater, bodies of water in & adjacent to the County. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
LPM, Other	Any records that do not fit within the specified LPM categories above. Must be LPM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

OHS – OCCUPATIONAL HEALTH & SAFETY

The function of implementing & coordinating occupational health & safety & associated legislation & standards throughout the County. Includes establishing health & safety policies & procedures, monitoring, inspecting & evaluating worksites; identifying & implementing preventative measures, promoting safe work practices & worker activities, reporting on controlled products & appealing to the Occupational Health & Safety Council. Also includes establishing committees to investigate & provide advice on occupational health & safety issues in the workplace. Also includes the notification to Workers' Compensation Board of employees injured during working hours or on the County's premises & the physical/psychological rehabilitation of the injured employee.

Citations: *Limitations Act; Municipal Government Act; Occupational Health & Safety Act; Occupational Health & Safety Code; Workers Compensation Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
External Health & Safety Audits	Partners in injury reduction (PIR), other. <i>FOIP sections to consider: Sections 17, 25.</i>	N	I	Completion	E	12
Health & Safety Manual	Records relating to the development, formulation & implementation of the County's health & safety manual. <u>Includes:</u> Background and/or supporting documentation & original health & safety manual. <i>FOIP sections to consider: Sections 16 to 29.</i> <i>The actual policy, directive, standard, benchmark, procedure, or guideline may be routinely disclosed as noted in Section 89 of the FOIP Act.</i>	N	I	S/O	R	11
Health & Safety Training & Management	H&S meetings, training records, WHMIS, hazard assessments, WERP, ergonomics, WCB & OH&S fines, material safety data sheets (MSDS) & evaluations. <u>Excludes:</u> Certificates of training – refer to HR for certificates. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	5
Inspections	Records relating to inspections conducted internally by the county. Also known as formal inspections. <i>FOIP sections to consider: Sections 17, 25.</i>	N	I	S/O	R	11
OHS Incidents & Investigations, Non-Worker	Incidents & investigations mandated by OH&S. <u>Excludes:</u> County worker incidents. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	C	Close	E	12
OHS Incidents & Investigations, Worker	Reporting investigation occurrences or near misses at workplace, involving works & damages or injuries, incident/occurrence report, witness reports, investigation reports, reviews of incident/occurrence. <u>Excludes:</u> Non-worker incidents. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	C	Close	E	12
OHS Reporting, WCB	Mandatory reporting such as statistical & incident occurrence reports. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	10
OHS Reporting, Non-WCB	Internal OH&S reports, such as near-miss reports. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	10
OHS, Other	Any records that do not fit within the specified OHS categories above. Must be OHS specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

OPS – INFRASTRUCTURE OPERATIONS

Infrastructure operations. Routine operations of the assets within this class. Activities that do not impact the asset itself. Excludes non-infrastructure, fleet, & equipment. Includes records about monitoring, maintenance planning (maintenance requests & work orders), deficiency reports, status reports, arrangements, scheduling, cleaning, janitorial services, etc. Excludes repair & maintenance work on named assets.

Citations: *Cemeteries Act; Code of Practice for Landfills; Limitations Act; Municipal Government Act; Standards for Landfills; Alberta Regulation – General Regulation (Cemeteries Act); Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act).*

FOIP sections to consider: Sections 16 to 29.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Airports	Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Bridges	Bridges. Routine operations of the assets within this class. Activities that do not impact the asset.	N	I	YE	T	7
Cemetery	Cemeteries. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Communications Equipment	Specialized communications equipment which is licensed for operation, and regulated by third parties, such as 2-way radio systems, internet repeaters, etc.	N	I	YE	T	7
Facilities	Buildings. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Fire Rescue	Specialized equipment for emergency fire & rescue equipment. Not to be included in more general equipment. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Landfills	Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Land Improvements	Parks, campgrounds, recreation areas. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Land, Non-improved	Municipal Reserve Land.	N	I	YE	T	7
Roads	Engineered structures (roads & streets). Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
SWM	Storm water management. Activities that do not impact the asset itself.	N	I	YE	T	7
WTD	Water treatment & distribution (potable). Activities that do not impact the asset itself.	N	I	YE	T	7
WWM	Wastewater management. Activities that do not impact the asset itself.	N	I	YE	T	7
OPS, Other	Operations activities that do not relate to a specific asset or asset class.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

PLN – PLANNING & DEVELOPMENT

The function of receiving & approving applications for development, rezoning & subdivision including issuing development permits & imposing redevelopment levies & conditions. Includes appeals to the Subdivision & Development Appeal Board by an applicant, government department or school authority or appeals to the Municipal Government Board by the County. Also includes formal inspections to determine that development, land use or use of a building is in accordance with a development permit or subdivision approval; enforcement of orders & stop orders; & if required, offences & penalties for non-compliance of an order to remedy a contravention of a statute or bylaw to remedy dangers & unsightly property. Also includes establishing planning authorities such as the Municipal Planning Commission & Inter-Municipal Planning Commission, adopting statutory plans, such as the Area Redevelopment Plan, Area Structure Plan, Inter-Municipal Development Plans & Municipal Development Plans, passing a land use bylaw to prohibit or regulate & control the use & development of land & buildings in the County.

Citations: *Land Titles Act; Limitations Act; Municipal Government Act; Safety Codes Act; Alberta Regulation 43/2002 Subdivision & Development; Alberta Regulation 480/1981 – Forms Regulation (Land Titles Act).*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Addressing	Documents related to defining & creating street addresses.	Y	I	Permanent	P	P
Annexation & Amalgamation	Land annexation, land title changes, development/subdivision permits, annexation applications, plans, property descriptions, inspection reports, public hearing exhibits information, tax certificates, annexation studies, policies, graphics, petitions, hearings decisions, implementations. <u>Includes:</u> High-level planning & strategy related to amalgamation & annexation. Records relating to amalgamating two or more municipal authorities; change of name, change of status, dissolution. <u>Records include:</u> Notice of proposed amalgamation by the County or the Minister, negotiation meeting notes, public consultation notes, certificate of negotiation accuracy, & results of negotiation report to Minister or application for amalgamation. Records relating to annexing land from another municipal authority that has been approved. <u>Includes:</u> The county proposing to annex land from another municipality, as well as another municipality proposing to annex land from the County. <u>Records include:</u> Notice of proposed annexation by the County including proposals for consulting with the public & meeting with the owners of the land to be annexed, negotiation meeting notes, public consultation notes, certificate of negotiation accuracy, results of negotiation report to Municipal Government Board, application for annexation, notification to Minister that Municipal Government Board is in agreement with proposed annexation, objections, notice of public hearings, public hearing notes, Municipal Government Board's findings & recommendations to the Minister, annexation orders. <i>FOIP sections to consider: Sections 21, 23, 24, 25.</i>	N	I	Permanent	P	P
Building Permits	Application, approval, inspection reports, stamped drawings, plans, occupancy certificate & non-conformance. <i>FOIP sections to consider: Section 17(4) (g).</i>	Y	P	Permanent	P	P
Business Licenses & Registry	Applications & statutory declarations. <u>Excludes:</u> Licenses. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	S/O	E	7
Development Permits	Application, approval, agreement, plans, home application, drawings, plans, reports (EIS, ESA, traffic, market, hydro & geological). <u>Includes:</u> Home occupation & bed & breakfast permits, & condo endorsements. <i>FOIP sections to consider: Section 17(4) (g).</i>	Y	P	Permanent	P	P
Encroachment Agreements	Requests, real property reports (RPR), agreements, correspondence, circulation letters. <i>FOIP sections to consider: Section 17(4) (g).</i> Paper & digital versions.	Y	I	Permanent	P	P
Environmental Requests	Request, responses to a developer request for environmental assessment. <u>Includes:</u> Request & response. <i>FOIP sections to consider: Section 17(4) (g).</i>	N	P	Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Land Property Records	Records relating to approving an application for development. <u>Includes:</u> Application form, notice letters, engineering blueprints, letters to landowners, site plan, supporting documentation related to research & setting permit conditions, fire pit permits (approval of pit site on property); off-site levy information, background information, recommendations to the municipal planning commission, decision from the approving authority, development permit, public notice & appeal decision & road access requests. <i>FOIP sections to consider: Section 17(4) (g).</i>	Y	I	Permanent	P	P
Land Use Bylaw (LUB) Amendments, Background	Research, drafting passing of land use bylaw amendments. Records relating to approving an application for a change in land use zoning/designation. <u>Records include:</u> Rezoning applications, proposed rezoning maps, a document detailing the purpose of the rezoning, advertising in local newspaper, submissions to Council, decisions by Council & supporting information including research of related development files. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Official Surveys & Maps	Records pertaining to legal surveying, plan adjustments, field surveys, boundaries, census surveys test data & legal survey brass monuments. <u>Excludes:</u> County landownership maps – refer to IM for landownership maps. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	Y	P	Permanent	P	P
Offsite Levies	Records related to calculation & distribution of offsite levies. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Planning Stamps & Approvals	Records about confirmation of zoning, stamps of compliance & real property reports (RPR). <i>FOIP sections to consider: Section 17(4) (g).</i>	N	P	Permanent	P	P
Right-of-Ways	Records relating to the establishment of utility and road right-of-ways. <u>Excludes:</u> official map. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Right-of-Ways, Critical	Official maps showing established right-of-way. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Safety Codes Council	Audits, investigations, quality management plan (QMP). <u>Excludes:</u> Inspections & inspection reports. <i>May need privacy review under FOIP prior to release.</i>	N	P	Decision	E	7
Safety Codes, Critical	Inspections & inspection reports <i>May need privacy review under FOIP prior to release.</i>	Y	P	Permanent	P	P
Signage	Records pertaining to the applications for & approvals of public signage. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Sustainability Screening	Sustainability screening report (SSR), application, letters, conformation of zoning (CZ) letter, application, letter from developer, & staff report. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Subdivision Approvals	Application, approval, notice of decision & servicing agreement. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
PLN, Other	Any records that do not fit within the specified PLN categories above. Must be PLN specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

SM – STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the County. Includes activities involved with the development, monitoring & reviewing of business plans, strategic plans, & County-wide plans, including cross-municipal government initiatives & agreements, environmental plan & assessments, & other long-term County plans. Also includes development of the County's vision, mission, goals, objectives, quality management, performance measures & certification, & the formulation & amendment of municipal bylaws which provides the basis & structure for the organization.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 480/1981 – Forms Regulation (Land Titles Act).*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Corporate Planning & Performance	Annual reports, strategic plans, business plans, transportation master plan, recreation master plan, etc. Financial/economic planning analysis of various financial issues facing County, revenue analysis, fare evasion studies, tax (GST) planning analysis related correspondence. <u>Includes:</u> Service area audit, benchmarking, internal & external performance measures. <u>Also includes:</u> Records relating to planning, monitoring & evaluating County services to internal & external customers (i.e. resident's satisfaction survey) & function and/or operational evaluations at a County level. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	10
Economic Development	Planning & activities related to promotion & expansion of the County's tax base & growth. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Document Date	T	10
Economic Development Projects	Named economic development projects that produce records related to the project. <i>FOIP sections to consider: Sections 20, 25.</i>	N	P	Permanent	P	P
Environmental Sustainability	All activities directly related to the County's environmental sustainability programs & policies. <i>May need privacy review under FOIP prior to release.</i>	N	P	S/O	R	12
Joint Ventures	Records relating to joint ventures with the federal government, provincial government, other municipal governments, & private & non-profit organizations. <u>Excludes:</u> Joint venture agreements & shared services agreements. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Completion	E	10
Joint Ventures, Critical	Joint venture agreements & shared services agreements. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Permanent	P	P
Statutory Planning	Plans the County is required to submit to other governments for approval. Area structure plan (ASP), recreation area plan (RAP), municipal development plan (MDP), inter-municipal development plan (IDP), area development plans (ADP), land use, original proposals & all documents related to the proposal, including any amendments, correspondence, approvals & rejections. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Permanent	P	P
SM, Other	Any records that do not fit within the specified SM categories above. Must be SM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

SWM – STORM WATER MANAGEMENT

Storm water collection, drainage & treatment.

Citations: *Environmental Protection & Enhancement Act; Limitations Act, Municipal Government Act; Alberta Regulation 277/2003 – Potable Water Regulation (Environmental Protection & Enhancement Act)*

Most of this information is releasable, but may need privacy review under FOIP prior to release.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Emergency Incidents, SWM	Records involving unplanned & unscheduled repair or maintenance, such as a breakage, blockage or backup. All records related to the incident including plans, remedial actions, reports etc. Each incident to be uniquely identified.	N	I	Permanent	P	P
Flood Monitoring & Management	Records related to flood mapping & monitoring, river systems, flood plain management, river forecasting, flood protection related studies reports, flood damage reduction program. Includes drainage or flooding issues related to culverts above 5 feet & bridges.	N	I	Permanent	P	P
Drainage Management	Records related to the routine management of drainage systems such as culverts, etc. Records including thawing frozen culverts, ditch cleaning. Excludes records related to culverts above 5 feet in diameter & floods.	N	I	Permanent	P	P
Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated & applicable measures are within permitted tolerance levels. Investigation & monitoring of storm water quality through collection, drainage, treatment discharge, lab test analysis results, study reports, influent characteristic investigation monitoring of domestic, commercial industrial discharges, spills, groundwater clean-up, discharges, internal/external laboratory quality control. Records include: Lab reports, test analysis, evaluations, monitoring results, company or industry information source characterization, pre-release testing.	N	I	Permanent	P	P
SWM, Other	Any records that do not fit within the specified SWM categories above. Must be SWM specific.		I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

TAX – TAXATION

The function of preparing & sending annual tax notices for asses properties, parcels of land, condominium units, strata space, & local improvements; establishing & maintaining tax installment agreements; issuing tax certificates; applying to Municipal Affairs for grants in place of taxes; advertising penalties & recovering taxes. Includes both property & mobile home taxes.

Citations: *Limitations Act; Municipal Government Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Assessment Notices	Records relating to the preparation & issuing of assessment taxation notices or amended assessment taxation notices to the owners of assessed properties, publicizing that the assessment taxation notices have been sent, and correcting the assessment taxation notices, if required. <u>Includes:</u> Certification date of sending the assessment taxation notice. <u>Also includes:</u> Records relating to carrying out an assessment inspection for property including mobile homes, linear property, machinery, pipeline, equipment & farmland. <u>Includes:</u> Supplementary & exemption assessments & the combined tax bill & assessment notice. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	7
Correspondence	Records of a general nature that do not require action from the County or affect the business operations of the County.	Y	I	YE	T	1
Tax Batches, Financial	Records relating to tax batches created for financial management. <u>Includes:</u> Penalties (PTPEN); notifications (PTNOT); property tax title changes (PTTL) – copy of PTTL goes in land file ; tax certificates; institution changes; property tax void (PTVOD); payment in lieu of taxes (PILT)	Y	I	YE	T	7
Tax Roll Cases, Critical	Land title changes, agreements, local improvement & recovery. <u>Records include:</u> Proposal of local improvement by Council (or a petition for local improvement to Council for a group of owners), local improvement plant, notices of local improvement to liable ratepayers, variations to the local improvement tax bylaw or tax rate resulting in a change to the tax rate. Records relating to the recovery of taxes not related to land. <u>Records include:</u> Copies of collection letters, double registration receipts, & lists of outstanding accounts, tax adjustment sheets, & general ledger 500 breakdown reports of all revenue accounts, transaction batch listings, & copies of distress warrants, legal activity letters, & tax requisitions. If tax recovery is not accomplished, the public auction process begins. Includes both property & mobile home taxes. <i>FOIP sections to consider: Sections 16, 17, 18.</i>	Y	I	Permanent	P	P
Tax Roll Cases, Non-Critical	Individual taxation-related records for each property such as tax notices, tax recovery, tax certificates, tax arrears & penalties, assessment notices, tax certificates, PIPP, grants in place of taxes. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	YE	T	7
Tax Rolls, Final	Annual final report showing all properties & their tax assessments. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	P	Permanent	P	P
Tax Rolls, Interim	Interim annual final report showing all properties and their tax assessments, tax assessment rolls, tax notices, electronic hard copy rolls, payment adjustment records to tax liability, & penalties. <i>FOIP sections to consider: Sections 16, 17, 24.</i>	Y	I	YE	T	7
TAX, Other	Any records that do not fit within the specified TAX categories above. Must be TAX specific.			YE	T	7

RETENTION & DISPOSITION SCHEDULE

WTD – WATER TREATMENT & DISTRIBUTION (POTABLE)

Potable water treatment, supply & distribution.

Citations: *Limitations Act, Municipal Government Act; Alberta Regulation 277/2003 – Potable Water Regulation (Environmental Protection & Enhancement Act).*

Most of this information is releasable, but may need privacy review under FOIP prior to release.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Emergency Incidents, WTD	Records involving an unplanned & unscheduled repair or maintenance, such as a breakage, blockage or back-up. All records related to the incident including plans, remedial actions, reports, etc. Each incident to be uniquely identified.	N	I	Permanent	P	P
Metering	Planning, tracking, acquisition of meters & meter tag records, serial numbers, location ownership records, tracking of meter servicing jobs, daily time records, job summary records, work orders, appointment records, advice work orders, disconnection, meter readings, record of meters that have been purchased, ATCO AMR installation sheets. <u>Excludes:</u> Accounts receivable financial utility work order batches – see Finance – FIN section. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	11
Treatment & Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated & applicable measures are within permitted tolerance levels. <u>Records include:</u> Lab reports, test analysis, evaluations, monitoring results, company or industry information source characterization, pre-release testing.	N	I	YE	T	11
WTD, Other	Any records that do not fit within the specified WTD categories above. Must be WTD specific.		I	YE	T	11

RETENTION & DISPOSITION SCHEDULE

WWM – WASTEWATER MANAGEMENT

Wastewater treatment, collection & drainage.

Citations: *Limitations Act, Municipal Government Act; Alberta Regulation 277/2003 – Potable Water Regulation (Environmental Protection & Enhancement Act).*

Most of this information is releasable, but may need privacy review under FOIP prior to release.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Bio-solid Management	Production, sale & monitoring of bio-solid waste by-products, application of sludge to farm fields, field activity, number of loads, field characteristics, sketches, field summary reports, route maps, field dimensions, letters of permission, sludge application field summaries, monitoring & testing of farm fields after application of sludge, soil crop field selection monitoring study. <i>FOIP sections to consider: Section 17</i>	Y	I	YE	T	11
Emergency Incidents	Records involving an unplanned & unscheduled repair or maintenance, such as a breakage, blockage or back-up. All records related to the incident including plans, remedial actions, reports, etc. Each incident to be uniquely identified.	Y	I	Permanent	P	P
Treatment & Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated & applicable measures are within permitted tolerance levels. Investigation & monitoring of wastewater quality through collection, drainage, treatment discharge, lab test analysis results study reports. Influent characteristic investigation monitoring of domestic, commercial industrial discharges, internal/external laboratory quality control. Records include lab reports, tests analysis, evaluations, monitoring results, company or industry information source characterization, pre-release testing.	N	I	YE	T	11
WWM, Other	Any records that do not fit within the specified WWM categories above. Must be WWM specific.		I	YE	T	11