



TOWN OF THREE HILLS

POLICY # 200-A1

RECORDS RETENTION AND DISPOSITION POLICY

Approved by Council On: May 11, 2020
Resolution No: 224-2020

1. PURPOSE

- 1.1. The purpose of this policy is to implement a records management strategy where all record retention and disclosure balances the Town of Three Hills commitment to privacy protection, transparency, and public information access; and where recorded information is managed as a resource and asset of the whole organization and not the property of individuals, groups, or departments within the Town of Three Hills.
- 1.2. This policy shall work in conjunction with the Town's Records Management Bylaw, as amended.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the development, evaluation, and implementation of this policy.
- 2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the purpose of this policy.

3. DEFINITIONS

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.
- 3.2. In this policy, unless the context otherwise requires:
 - 3.2.1. "Administration" shall mean Town employees including, but not limited to, the CAO.
 - 3.2.2. "Archival" shall mean records that have been determined to have sufficient historical or other value to warrant their continued preservation. See also **PERMANENT**.
 - 3.2.3. "CAO" shall mean Chief Administrative Officer for the Town of Three Hills or his designate.

- 3.2.4. “Confidential” shall mean any record that contains personal information about an individual; third party, commercial, financial, scientific or technical information supplied either explicitly or implicitly in confidence; or other sensitive information as described in the FOIP Act.
- 3.2.5. “Council” shall mean the body of elected representatives who govern the Town.
- 3.2.6. “Designated Employee” shall mean a person designated by the CAO to conduct actions on behalf of the Town of Three Hills.
- 3.2.7. “Disposition” shall mean the disposal of records via destruction or transfer of records of enduring value to archives.
- 3.2.8. “FOIP” shall mean the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c. F-25, as amended from time to time.
- 3.2.9. “MGA” shall refer to the *Municipal Government Act*, RSA 2000 c. M-26, as amended from time to time.
- 3.2.10. “Permanent” shall mean records having sufficient historical or other value to warrant continued preservation beyond the time they are needed for administrative, legal, or fiscal purposes. See also **ARCHIVAL**.
- 3.2.11. “Record” shall mean any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business.
- i. Active Record: A readily accessible record related to current, ongoing or in-process activities and referred to on a regular basis to respond to day-to-day operational requirements.
 - ii. Inactive Record: A record no longer needed to conduct current business but preserved until it meets the end of its retention period.
 - iii. Transitory Record: A record in any media that has short-term value, is not part of an administrative or operational record series, is not regularly filed in a record information system, and is required only for a limited period of time for the completion of a routine action or the preparation of records, which include but are not limited to temporary information, duplicate documents, draft documents, publications, advertising material and blank information media can be destroyed immediately or after meeting its transitory need. Also known as a convenience copy or transitory record.
- 3.2.12. “Records Management” shall mean the application of systematic control over records and information from creation to destruction.
- 3.2.13. “Records Retention Schedule (RRS)” shall refer to a comprehensive list of record series, indicating for each series the length of time it is to be

maintained and is set forth in Schedule “A” attached hereto and forming a part of this policy.

3.2.14. “Retention Period” shall refer to the total length of time a record must be kept before final disposition is implemented.

3.2.15. “Town” shall mean the Town of Three Hills.

4. POLICY

4.1. Records Management

4.1.1. The Town’s record management system shall apply to all Records.

4.1.2. The Town records management system shall be guided by the FOIP Act, the Town’s Records Management Bylaw, and the Town’s Privacy Policy, as amended.

4.1.3. Every Town employee must:

- i. Ensure all Records he or she creates, receives, or uses are managed in accordance with this Bylaw;
- ii. Utilize security measures to protect the privacy rights of the public and other Town Employees;
- iii. Not collect, use, or disclose Personal Information or attempt to gain access to Personal Information in contravention of the FOIP Act; and
- iv. Adhere to the Privacy Code outlined in the Town’s Privacy Policy.

4.2. Retention & Disposition

4.2.1. The CAO authorizes the designated employee to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of records created by or received by the Town in the conduct of its operations. This will adhere to all provincial and federal statutes or regulations relating to records management.

4.2.2. All records shall be regularly and routinely identified as Transitory Records, Active Records, or Inactive Records and managed as follows:

- i. All Transitory Records shall be routinely discarded after the actions to which they relate, or immediate purposes are completed. Identification of a Transitory Record shall be determined by using the definition in this policy. All employees are responsible to seek clarification from the FOIP Coordinator or CAO if unsure whether the record is a Transitory Record.
- ii. All Active and Inactive Records shall be retained or destroyed in accordance with the RRS identified in Schedule A as attached to this policy and the below described disposition procedures.

- 4.2.3. All Personal Information collected or used for decision making shall be retained for a period of at least one year after the information is used to make a decision. In accordance with the FOIP Act, this retention period shall override any other conflicting records retention period.
- 4.2.4. The Disposition of Records, either hard copies or electronic, shall be conducted using the following procedures:
 - i. The Disposition of Transitory Records does not need to be documented.
 - ii. The Disposition of Active or Inactive Records requires the record to be documented and two (2) Town employees (one of which must be the designated employee, as appointed by the CAO) must be present to view the disposition of the records and sign a statement acknowledging as such.
- 4.2.5. Documentation pertaining to the disposal of Records shall be retained by the Town permanently.
- 4.2.6. All personal and confidential Records must be kept secure and disposed of using confidential shredding containers, or other means declared satisfactory by the CAO.

4.3. Records Retention Schedule (RRS)

- 4.3.1. The designated employee maintains the Records Retention Schedule of the Town (Schedule A). Revisions or amendments to the Records Retention Schedule shall be approved by Council resolution.

4.4. Discretion

- 4.4.1. The CAO may at his discretion determine that Active Records, Inactive Records, Transitory Records or records containing Personal Information be retained longer than the period provided for in this policy when deemed appropriate and to provide future business, historical, or legal value of the Town. Decisions pertaining to this clause shall be recorded to ensure such decision may be referenced in the future.
- 4.4.2. The CAO may use his reasonable discretion in setting a retention period if a particular document is not contemplated in the attached schedules or within any other applicable legislation. The CAO's decision must be documented to ensure such decision may be referenced in the future.

4.5. Audit

- 4.5.1. The designated employee will ensure that the records retention schedule shall be adhered to and that an annual audit of the records to ensure compliance with the Records Retention and Disposition Policy and the Records Management Bylaw.

5. PRIOR POLICY

5.1. This policy shall supersede and replace all prior policies, oral or written, regarding records retention and disposition within the Town of Three Hills, including but not limited to, Policy 200 – Destruction of Records Policy.

Approved On:	May 11, 2020	Resolution No: 224-2020
Effective On:	May 11, 2020	
Previous Version:	September 14, 2015	Resolution No: 347-15
Next Review Date:	May 11, 2021	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	
Paper File Location:	Main Floor Vault	
Electronic File Location:	Y: > Policies	

Schedule A

Records Retention Schedule

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

ADMINISTRATION: Use this functional category to organize records that are evidence of the day to day management of the Town's administrative activities.				
AD - Administration				
Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD01	<p>General Administration Includes records that are evidence of daily departmental activities, including departmental planning, tracking of department activities, reporting and meeting.</p> <p><i>Records may include: Progress reports, daily logs, activity reports, reports to Council, OH&S statistical reporting and departmental meeting minutes. Also includes general day files / correspondence logs not specific to an activity, general emails, and contact lists.</i></p>	Originating	C + 2	
AD02	<p>Administration Association Participation Includes records that are evidence of Town employees' participation in professional association societies and other organizations such as outside committees and boards, attendance at conferences, seminars, trade shows and professional development sessions.</p> <p><i>Records may include: Meeting materials, conference material, newsletters, bulletins, professional licensing requirements, contact information, professional dues and memberships of staff.</i></p> <p><i>Excludes: Participation in Council appointed boards and committees - see MG02; Membership Due Payments - see FM01</i></p>	Originating	C + 2	
AD03	<p>Awards and Recognition Includes records that are evidence of recognizing community members for achievements such as milestone birthdays and wedding anniversaries and lending a helping hand to others.</p> <p><i>Records may include: Volunteer recognitions, congratulatory certificates to citizens, Alberta Order of Excellence awards and council service recognition.</i></p> <p><i>Excludes: Staff celebrations and events - see HR04</i></p>	Originating	C + 2	<p>Legal citations applied</p> <p>Privacy</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

ADMINISTRATION: Use this functional category to organize records that are evidence of the day to day management of the Town's administrative activities.

AD - Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD04	<p>Inquires and Request Response Includes records that are evidence of investigating and responding to resident concerns and request such as noise, unsightly premises, garbage and other general inquires.</p> <p><i>Records may include: complaint records, correspondence, general resident concern letters, inquiries for information, requests to present to Council, correspondence and working papers.</i></p> <p>Excludes: FOIP Requests - see IM03; Bylaw enforcement - see LC01</p>	Originating	E + 5	<p>E = Complaint closed</p> <p>Legal citations applied</p> <p>Privacy</p>
AD05	<p>Insurance Administration Includes records that are evidence of administering vehicle insurance, property insurance, general liability insurance and other insurance policies for the Town including researching insurance needs and setting up policies. Includes records that are evidence of insurance claims administration including filing claims, follow up and communication with insurance providers.</p> <p><i>Records may include: Certificates of insurance, insurance applications, insurance policies and renewals, Insurance claims applications, photos, forms, adjuster reports, repairs, reports, responses from Insurer, claim payout summaries</i></p>	Finance	E + 10	<p>E = Expiration of insurance policy or settlement of claim</p> <p>Legal citations applied</p> <p>Privacy</p>

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ADMINISTRATION: Use this functional category to organize records that are evidence of the day to day management of the Town's administrative activities.				
AD - Administration				
Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD06	<p>Meeting and Event Organizing Includes records that are evidence of the logistical arrangement activities in supporting meeting and organizing Community, Board and Committee and other Town events such as scheduling, identifying participants, distribution of invitations, tracking attendance and securing venue and catering selections. Also includes the development of any advertisements for the meeting or event such as design layout, writing, editing, proofing and scripting and printing of any tickets. Includes records that are evidence of travel coordination activities for council members and employees such as arranging airlines, hotel and car rental for business travel.</p> <p><i>Records may include: Program calendar, event schedules, brochures, posters, scripts, venue information, catering menus, participant confirmations, invitations, meeting notices, agendas and meeting minutes, proofs and approvals, radio advertising and photos, reservations, travel plans, confirmations and itineraries.</i></p> <p>Excludes: Contracts and agreements - see LC03</p>	Originating	C + 2	
AD07	<p>Public/Media Relations/Communication Includes records that are evidence of the management of the website layout, content coordination and loading of information to the external website. Includes records that are evidence of communication and maintaining relationships with external groups such as community members, media and partners. Also includes the development and use of social media tools such as Facebook and Twitter and the Town website</p> <p><i>Records may include: Newsletters, photos, presentations, video, scripts, planning / building brochures, tear sheets, publications, website content, blogs, social media posts, public open houses, fire bans, design samples, schedules for web posts.</i></p>		C + 2	<p>Legal citations applied</p> <p>Privacy</p>
AD08	<p>Brand Development Includes records that are evidence of activities to standardize, control and protect the Town's identity as represented in the corporate logo.</p> <p><i>Records may include: Corporate use guide, graphic standards manual, logo summary package, standard design specification and approved graphic.</i></p>	Originating	UOS + 2	Legal citations applied

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

FINANCIAL MANAGEMENT: Use this functional category to organize records that are evidence of the Town's financial planning, management and bookkeeping activities including accounting, reporting and budgeting.

FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM01	<p>Accounts Payable Includes records that are evidence of paying and reconciling monies owed by the Town. Also includes coding invoices to correct General Ledger accounts, keying details into accounting system, generating cheques or transferring fund electronically to vendors, paying visa charges, visa applications, filing invoices and payment of contractors, fuel invoices.</p> <p><i>Records may include: Invoices, cheque requisitions and approvals</i></p>	Finance	C + 7	Legal citations applied Privacy
FM02	<p>Accounts Receivables Includes records that are evidence of receiving, invoicing, processing and balancing monies owed to the Town by residents, customers for goods sold or services provided/performed such as collection of payment for the rental of facilities, program registration, permit and application fees. Also includes collection of taxes and utilities paid.</p> <p><i>Records may include: Daily cash receipts, invoices, credit card receipts, account reconciliations, void cheques and automatic withdrawal authorizations forms, tax notices, Pre-Authorized Payment Plans (PAP) forms, etc.</i></p>	Finance	C + 7	Legal citations applied Privacy
FM03	<p>Banking Includes records that are evidence of banking activities such as receipt and deposit of incoming funds, bank account and statement reconciliations.</p> <p><i>Records may include: Bank reconciliation, bank statements, deposit slips, cancelled cheques.</i></p>	Finance	C + 7	Legal citations applied
FM04	<p>Budgeting Includes records that are evidence of the preparation and maintenance of operating and capital budgets.</p> <p><i>Records may include: Operating budget summary, detailed budget reports, actual vs. budget, variance reports, monthly budget reports, annual departmental budgets.</i></p> <p>Excludes: Approved Operating and Capital Budgets - see MG07</p>	Finance	C + 3	

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FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM05	<p>Debt Structuring Includes records that are evidence of borrowing, financing and monitoring of loans and conditions of debts owed by the Town.</p> <p><i>Records may include: Debentures, debt payment schedule, promissory notes, financing and debt summaries, loan documentation and lending guarantees.</i></p>	Finance	E + 7	<p>E = Debt paid in full</p> <p>Legal citations applied</p>
FM06	<p>Financial Accounting Includes records that are evidence of reviewing and posting activities for corporate transactions into the accounting system such as intercompany transactions, reserve funds, funds held in trust, journal entries and adjustments.</p> <p><i>Records may include: Journal entries and back-up, corrections and back-up, transactions, analysis.</i></p> <p>Excludes: Financial Statements - see MG05</p>	Finance	C + 7	<p>Legal citations applied</p>
FM07	<p>Fixed Asset Accounting Records which support the coordination, monitoring and tracking activities of fixed assets and tangible capital assets (e.g. machinery and equipment, roads, water, sewer, land, vehicles, office equipment, etc.) from acquisition to disposition. Also includes logging equipment hours to appropriate units and jobs.</p> <p><i>Records may include: Fixed asset ledgers, tangible capital asset (TCA) ledgers, depreciation schedules, total cost of assets, net book value of assets, original invoices and purchasing documents.</i></p>	Finance	E + 7	<p>E = Disposition of Fixed/Tangible Capital Asset</p> <p>Legal citations applied</p>
FM08	<p>Fuel Card Control Records which support the monitoring and controlling the use of the Town's fuel cards. Activities include receiving requests and authorization to issue cards, maintaining listing of card numbers, users and PINs.</p> <p><i>Records may include: Listing of card numbers, users and PINs</i></p> <p>Excludes: Fuel Card Agreement Form signed by employee - see HR03; Paying balances on fuel cards - see FM01</p>	Finance	C + 2	

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FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM09	<p>General Ledger Control Includes records that are evidence of the compilation, maintenance and control of the Town's general ledger.</p> <p><i>Records may include: General ledger.</i></p>	Finance	P	Legal citations applied
FM10	<p>Investment Administration Records which support the execution and control of general cash investments made by the Town.</p> <p><i>Records may include: Daily Investment tickets, stock quotations, wire transfers</i></p> <p>Excludes: Contract and agreement administration- See LC03</p>	Finance	E + 7	<p>E = Investment has been withdrawn or cashed</p> <p>Legal citations applied</p>
FM11	<p>Payroll Processing Includes records that are evidence of payment of employees including regular payroll generation, deductions, tax collection and remission, reporting and reconciliation. Also includes summaries of payments to EI (Employment Insurance), WCB (Workers Compensation), LAPP (Local Authorities Pension Plan) and payroll register detailing employee payroll disbursements per pay period.</p> <p><i>Records may include: Payroll registers, employee computer loan form, automatic RRSP withdrawal form, year end payroll summaries, T4s, COLA, performance increases, council per diems.</i></p>	Finance	C + 7	<p>Legal citations applied</p> <p>Privacy</p>

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FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM12	<p>Procurement Includes records that are evidence of selection, procurement and purchasing of products, supplies, material and services from external vendors such as identification of potential vendors, preparing and issuing requests (RFP, RFI, RFQ), receiving bids from vendors, tender evaluations and purchase order creation and issuance.</p> <p><i>Record may include: Requests for proposal (RFP), requests for information (RFI), request for quotation (RFQ), vendor bids, responses, evaluations and purchase orders.</i></p> <p>Excludes: Contracts and agreements - see LC03; Accounts payment - see FM01</p>	Finance	C + 7	<p>Legal citations applied</p> <p>Privacy</p>
FM13	<p>Tax Roll Includes records that are evidence of the annual final listing of taxable properties within the Town and the assessed value with all amendments, appeals and changes incorporated.</p> <p><i>Records may include: Tax roll</i></p>	Finance	P	<p>Legal citations applied</p> <p>Privacy</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

HUMAN RESOURCE MANAGEMENT: Use this functional category to organize records that are evidence of the planning, management and administration of the Town's staff and supporting programs and services.

HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR01	<p>Benefits Programming Includes records that are evidence of planning, design, implementation and delivery of the Town's employee benefit programs including savings plans, benefit sponsorship, health and dental coverage and pension plans.</p> <p><i>Records may include: Benefit presentation and brochures, rates, explanatory documents regarding benefits, group insurance, dental plans, employee support groups etc.</i></p> <p>Excludes: Contracts and agreements with benefit providers - see LC03</p>	Finance	UOS + 2	
HR02	<p>Compensation Planning Includes records that are evidence of compensation planning and development activities such as analysis of comparable industry specific job descriptions and salary reviews and reporting on findings.</p> <p><i>Records may include: Compensations review files, pay grids and scales.</i></p>	Finance	UOS + 2	
HR03	<p>Employee Administration Includes records that are evidence of the on-going administration of Town employees such as hiring, new employee orientations, enrolment in pension & benefit programs, performance reviews, disciplinary matters and employee certifications.</p> <p><i>Records may include: Personal information form, resume, offer letters, new hire form, proof of citizenship, oaths, driver's licence, completed abstract form, work plans and appraisal of job performance, skills, training and education, certifications, commendations, investigations, grievances, discipline, complaints, results of health examinations, occupational health considerations, criminal record checks, personal files, FOIP authorization forms, medical information, WCB incident/accident investigations, doctors' notes & correspondence, health assessments, interventions, immunization records, authorizations for return to work, modified work assignment requirements, work restriction, special equipment requirements and upon termination, the record of employment.</i></p>	Finance	E + 7*	<p>E = Employee no longer works for Town</p> <p>* If employee contributed to LAPP, the employee file is transferred to HR05 Pension Administration</p> <p>Privacy</p> <p>Legal citations applied</p>

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HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR04	<p>Employee Events and Celebrations Includes records that are evidence of the planning and implementation of employee celebrations and events such as retirement parties, annual holiday celebrations, employee extraordinary customer service, job performance recognition and long term service awards.</p> <p><i>Records may include: Notices, event information and photos</i></p> <p>Excludes: Council member recognition - see AD03</p>	Finance	C + 2	<p>Legal citations applied</p> <p>Privacy</p>
HR05	<p>Pension Administration Includes records that are evidence of the monitoring and fulfilling of pension obligations to individuals under LAPP.</p> <p><i>Records may include: Pension status of retired personnel, registration and payment information.</i></p> <p>Excludes: Pension deductions - see FM11; payments made to plan holders - see FM01</p>	Finance	E + 7	<p>E = All pension obligations paid out</p> <p>Privacy</p> <p>Legal citations applied</p>
HR06	<p>Recruiting Includes records that are evidence of recruiting activities for the Town's internal and external job postings, such as request from hiring managers, recruitment advertising, interview, candidate background research and offers. Also includes unsuccessful candidates resumes.</p> <p><i>Records may include: Recruitment request form, authorization to fill, advertising, job postings, job descriptions, resumes, interview questions and interview notes.</i></p> <p>Excludes: Successful candidates' details - HR03</p>	Finance	E + 2	<p>E = Position has been filled. Successful candidate information transferred to HR03 - Employee Administration</p> <p>Privacy</p> <p>Legal citations applied</p>

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HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR07	<p>Attendance and Leave Administration Records which support tracking staff attendance, hours worked by staff and leave of any kind (e.g. vacation, sick, bereavement, etc.)</p> <p><i>Records may include: request for absence forms, timesheets, accrued vacation/sick/absence time report.</i></p>	Finance	C + 7	Legal citations applied Privacy
HR08	<p>Training Development and Delivery Includes records that are evidence of the design, development, preparing, delivery of training programs for employees, contractors and volunteers.</p> <p><i>Records may include: Course hand outs, test / exam masters, workshop materials, course evaluations and statistics, online training course information</i></p> <p>Excludes: Training records which are specific to individuals - see HR03</p>	Finance	UOS + 2	
HR09	<p>Workers Compensation Coordination Includes records that are evidence of reporting workers' injuries, submitting employer's reports to Workers' Compensation Board and summarizing WCB claims.</p> <p><i>Records may include: WCB employers report, WCB annual return and claim summaries</i></p> <p>Excludes: Employee-specific injury records - see HR03</p>	Finance	C + 2	Legal citations applied Privacy
HR10	<p>Workforce Planning Includes records that are evidence of the planning and development activities of the workforce and employment positions at the Town such as succession planning and identifying job requirements and corporate structure.</p> <p><i>Records may include: Proposals, planning report, job descriptions, organizational charts, organizational surveys, restructuring plans and job market research.</i></p>	Finance	C + 2	Legal citations applied Privacy

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

INFORMATION MANAGEMENT: Use this functional category to organize records that are evidence of the management and protection of the Town's information resources, systems, business records, technical infrastructure and telecommunications.

IM - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IM01	<p>Information Systems & Information Technology Management Includes records that are evidence of planning, design, testing and implementation of the Town's information systems such as identification of business needs, research of software and hardware and development of user documentation. Includes records that are evidence of information system maintenance and support activities including user support such as responding to telephone inquiries and managing information system processes including hardware and software installations, repairs, troubleshooting, web server maintenance, system upgrades, server installation, managing permissions and archiving of material.</p> <p><i>Records may include: Technical documentation, user documentation, service request logs, troubleshooting tickets, software licences.</i></p> <p>Excludes: Contracts and agreements - see LC03; Systems Training Manuals - see HR08.</p>	IT	E + 2	E = System no longer in use
IM02	<p>Mapping Includes records that are evidence of the downloading, capturing, integration, control and delivery of Town geographical mapping data for all areas and Departments.</p> <p><i>Records may include: Ortho-photo, Mapping and Geographic Information Systems (GIS), water and sewer mapping, land map and road map as well as mapping information used to support projects, reports, studies and policy.</i></p>	IT	UOS + 2	

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IM - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IM03	<p>Records Administration Includes records that are evidence of administrative activities associated with the organization, control, accessibility and retention of Town records such as indexing, classification, vital record identification, requests for records and information and inactive records transfers.</p> <p><i>Records may include: Master file listings, records requests, request for disposition of inactive records, requests for transfer of inactive records and records inventories. Also includes requests for review of municipal records by members of the public such as correspondence, review and final decisions related to release of information, FOIP requests and reporting and Council Information Requests.</i></p> <p><i>Excludes: Records Retention Schedule - see MG07; Records Disposition Certificates - see IM04</i></p>		C + 2	<p>Legal citations applied</p> <p>Privacy</p>
IM04	<p>Records Disposition Includes records that are evidence of Certificates confirming records and data destroyed in compliance with the retention schedule</p> <p><i>Records may include: Records Disposition Certificates, documentation of authorized destruction of hardcopy and electronic data .</i></p> <p><i>Excludes: Records Retention Schedule - see MG07</i></p>		P	<p>Legal citations applied</p>
IM05	<p>Reference and Research Includes records that are evidence of researching and referencing of background information</p> <p><i>Records may include: reports, studies, statistics, catalogues, photos, surveys, samples, templates</i></p>	Originating	UOS	

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of the Town's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC01	<p>Bylaw Compliance Includes records that are evidence of the responding to residents concerns and ensuring that Town bylaws are being complied with such as unsightly properties, non-moving violations, noise complaints, animal control, snow removal and sidewalk cleaning. Also includes monitoring environmental and business bylaws to ensure compliance. Includes records that are evidence of the investigation and enforcement of provincial laws such as the Traffic Safety Act by Peace Officers.</p> <p><i>Records may include: Ticket entry, photos, ticket books, pre-enforcement letters, copies of bylaws, supporting documents of bylaw infraction, traffic tickets, offense notices, officer notes, video recording and court disclosure documents</i></p> <p>Excludes: Receiving ticket payment - see FM02</p>	Community Services	E + 5	<p>E = Settlement of action/payment</p> <p>Privacy</p> <p>Legal citations applied</p>
LC02	<p>Bylaw Development Includes records that are evidence of the creation, development and amendment of Town bylaws such as identifying needs for bylaws, background and history of bylaws and the drafting bylaws.</p> <p><i>Records may include: Working papers, details of circulations, correspondence, copies of bylaws, supporting material brought in front of Council.</i></p> <p>Excludes: Bylaws that have been passed by Town Council - see MG07</p>	Originating	E + 2	<p>E = Bylaw repealed</p>
LC03	<p>Contract Negotiation and Administration Includes records that are evidence of the negotiation, preparation, monitoring and administration of contracts and agreements between the Town and service suppliers, vendors, contractors, technology supplies and the other Alberta Municipalities.</p> <p><i>Records may include: Contracts, agreements, service agreements, cost sharing agreements, banking agreements, consulting contracts, building leases, hardware and software agreements, partnership agreements, memorandums of understanding (MOUs) and rental agreements.</i></p>	Originating	E + 10	<p>E = Termination of contract or agreement</p> <p>Privacy</p> <p>Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of the Town's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC04	<p>Land Interest Administration Includes records that are evidence the monitoring and protection of the Town interests and rights in land holdings such as land leases and agreements, easements, right of ways and encroachments. Also includes the annexing of lands.</p> <p><i>Records may include: Development permits, subdivision development agreements, easements, encroachments, right of ways, copies of safety code permits (building, electrical, gas, plumbing, sewage) land titles, heritage site designations, legal files, property liens, caveats, legal plans (including plans of subdivisions, utility right of way plans, overland drainage place, access right of way plans and condo plans), real property reports, sale agreements, title transfers, instruments registered on title, technical reports related to soil, geotechnical, undermining, grading, traffic, pavement plans, emergency response, storm water, sanitary waste as well as stamped accepted drawings, photos, sketches or plans, maps, water distribution and wastewater collection reports, subsurface assessment, flood plain map, land use and land surface characteristics, conceptual schemes, distribution lists, notifications, responses from interested parties, recommendations, decisions, notice of decisions, endorsements and information related to endorsements, copies of the subdivision and development appeal board decision</i></p> <p>Excludes: Construction Planning and Monitoring - see PD04 Infrastructure Management - see PD05; Town Road Maintenance - see OP06</p>		P	<p>Privacy Legal citations applied</p>
LC05	<p>Litigation and Dispute Coordination Includes records that are evidence of legal opinions and advice formulated and delivered by Town and external council on claims, disputes and litigation matters.</p> <p><i>Record may include: Statement of claim, loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, affidavits, blue prints, litigation binders, foreclosure proceedings, court and insurance claims, liens, matter files, advice, correspondence and working papers.</i></p>		E + 10	<p>E = Settlement of action Privacy Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of the Town's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC06	<p>Property & Tax Assessment Includes records that are evidence of estimating and valuation of property for the County for municipal taxation purposes including inspecting property and verifying information on the summary report. Also includes statistical analysis and modeling of property sales.</p> <p><i>Records may include: Notices of assessment, school declarations, summary Report, improvement details, sketches, assessor report , property assessment, market land details, improvement details, market evaluations, statistical analysis, copies of land titles, copies of real property reports, copies of occupancy permits, copies of MLS listing information, returned mail of tax notices and copies of plot plans.</i></p> <p><i>Excludes: Decisions made by Assessment Review Board (ARB) - MG02; Receiving property tax payments - see FM02; Original land documents - see LC04</i></p>	Finance	E + 7	<p>E = Assessment complete</p> <p>Privacy</p> <p>Legal citations applied</p>
LC07	<p>Legal Advice & Opinion Provision Records which support the provision of opinions, reviews, support and oversight on operations, organizational and employee matters.</p> <p><i>Records may include: miscellaneous files for each matter where legal advice/opinions are sought.</i></p>		E + 3	E = Matter concluded

RECORD CLASSIFICATION AND RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Town's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG01	<p>Auditing Includes records that are evidence of the planning, preparation, execution and reporting of internal and external operational and financial audits such as GST, COR, Assessment, Records Management.</p> <p><i>Records may include: Copies of audits conducted by external parties, working notes and certificate of recognition.</i></p>	Originating	E + 10	<p>E = Period covered by two most recent complete audits</p> <p>Legal citations applied</p>
MG02	<p>Boards and Committees Governance Includes records that are evidence of the establishment, deliberation and decision making of Town's council appointed boards and committees such as the Intermunicipal Collaborative Framework Committee, Canadian Badlands, Central Alberta Economic Partnership (CAEP), Committee of the Whole, Community Futures Wild Rose, Economic Growth Committee, Emergency Management Committees, Regional Partnership Steering Committee, Kneehill Housing Corporation Committee, Kneehill Regional Family & Community Support Services, Kneehill Regional Doctor Recruitment and Retention Task Force, Marigold Library System, Municipal Planning Commissions, Negotiations Committee (CUPE), Red Deer River Municipal Users Group (RDRMUG), Red Deer River Watershed Alliance (RDRWA), Southern Alberta Energy from Waste Association (SAEWA), Three Hills Detachments' Police Action Committee (PAC), Three Hills & District Chamber of Commerce, Three Hills Library Board, and Three Hills Memorial Community Centre Society. Also includes internally appointed committees such as the safety committee.</p> <p><i>Records may include: Agendas, meeting minutes, supporting meeting material such as subdivision application forms and drawings and property assessment appeals.</i></p>	Chief Administrative Officer	P	<p>Legal citations applied</p> <p>Privacy</p>
MG03	<p>Census Coordination Includes records that are evidence of the coordination, development and delivery of a municipal census to ensure full benefit of grants and available funding and well as the planning and development of Town services.</p> <p><i>Records may include: Final census report, oath of office and working documents.</i></p>	Chief Administrative Officer	C + 10	<p>Legal citations applied</p> <p>Privacy</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Town's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG04	<p>Community Investment Includes records that are evidence of building community relationships through receiving, reviewing, approving and processing funding requests through grant programs such as the Community Grant Program. Also includes non-financial participation in Town community organizations.</p> <p><i>Records may include: Copies of receipts, applications, project themes, letters of approval, letter of commitment, letter of support, grant applications score card and letter of confirmation.</i></p>	Originating	E + 7	<p>E = Funding/commitment complete</p> <p>Legal citations applied</p> <p>Privacy</p>
MG05	<p>Corporate Reporting Includes records that are evidence of the formal internal and external business performance and financial reporting activities, both detailed and consolidated. Also includes regular and/or incident based reporting and submissions to regulatory bodies as mandated by applicable regulations, codes and standards.</p> <p><i>Records may include: financial statements and annual reports, regulatory deficiency lists and correspondence with regulatory bodies.</i></p> <p>Excludes: Financial Statements adopted by Council - see MG07</p>	Finance	E + 10	<p>E = Sumission of report</p> <p>Legal citations applied</p>

RECORD CLASSIFICATION AND RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Town's leadership and direction as well as the coordination of management and council practices.				
MG - Municipal Governance				
Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG06	<p>Council Election Includes records that are evidence of the elections process for Town council including reviewing any legislative changes, hiring of the deputy returning office, nomination of candidates and the counting of ballots.</p> <p><i>Records may include: Election nomination list, oath of office, candidate report, election results report (unofficial/official), election ballots, appeals, nomination papers and affidavit of witness for destruction of elections materials and voter registers. Also includes oath of the Deputy Returning Officer, Enumerator and Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first and second election notices, notice of nomination day, notice of election day, dates of advance vote, election materials, statement of results, judicial recounts and council orientation materials.</i></p>	Chief Administrative Officer	E + 3	<p>E = Election of by-election official results</p> <p>*ballot boxes and voter registers retained for 6 weeks only (as per Local Authorities Election Act)</p> <p>Legal citations applied</p>
MG07	<p>Council Governance Includes records that are evidence of the proceedings, adoptions and resolutions of Town Council's regular, organizational, public hearing and in-camera meetings and sessions. May also include delegations and review of petitions.</p> <p><i>Records may include: Agendas, meeting minutes, resolutions, cover sheets and back-up material brought in front of council, bylaws, requests for decision, public open houses and petitions.</i></p> <p>Excludes: Coordination of meetings and events - see AD06</p>	Chief Administrative Officer	P	<p>Legal citations applied</p> <p>Privacy</p>
MG08	<p>Incorporation Includes records that are evidence of the founding and establishment of Town, related authorities and corporate entities</p> <p><i>Records may include: articles of incumbency, certificates of incorporation, certificates of name change and corporate seal</i></p>	Finance	P	<p>Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Town's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG09	<p>Intergovernmental Coordination Includes records that are evidence of the monitoring, review and coordination activities with other municipalities, school boards/districts, Alberta Health Services as well as other provincial and federal government bodies.</p> <p><i>Records may include: program documentation, correspondence, inquiries, grant information, Federal electoral boundaries, AER, AUC.</i></p> <p>Excludes: Grant applications - see MG13</p>	Originating	UOS + 2	Legal citations applied
MG10	<p>Policy and Procedure Development Includes records that are evidence of the development, maintenance, review and updating of internal policies, procedures and departmental processes.</p> <p><i>Records may include: process flow charts, policy and procedure masters desk top procedures, work instructions and supporting documentation. Also includes engineering design guidelines and standards</i></p> <p>Excludes: Policies and Bylaws passed by Council - see MG07</p>	Originating	UOS + 2	Legal citations applied
MG11	<p>Public Funding Includes records that are evidence of researching and applying to provincial, federal and private organization for funding/donations. Also includes reporting to organization on the financials of how the monies are/were spent and the collection of funds that are donated to the Town (money and grants coming into the Town).</p> <p><i>Records may include: Application forms, guidelines, final reporting forms, presentations, letters (informing of grants), copies of accounting statement, qualifications, approval letters and donations. Also includes funds received from estate inheritances and endowments.</i></p> <p>Excludes: Funding request from ratepayers through community grants - see MG04</p>	Finance	E + 7	<p>E = Final grant report submitted and/or funding complete and/or end of tangible assets funded by grant</p> <p>Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of the Town's infrastructure and facilities.				
OP - Operations				
Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP01	<p>Cemetery Administration Includes records that are evidence of the control and maintenance of cemetery records of burial, cremations and internments.</p> <p><i>Records may include: Burial permits, cemetery register, burial plots and ownership records.</i></p> <p>Excludes: Cemetery property maintenance and improvements - see OP02</p>		P	<p>Legal citations applied</p> <p>Privacy</p>
OP02	<p>Facility Maintenance Includes records that are evidence of the routine maintenance of the Town's building, facilities and properties such as cemeteries, parks, community centre, campground, pool, arena, and office buildings. Includes exterior and interior maintenance to buildings, landscaping, grounds keeping and grass cutting.</p> <p><i>Records may include: Pool water test log sheets, lab reports, project plans, maintenance logs, ice thickness reports.</i></p> <p>Excludes: Site safety inspections - see SE06; structural repairs - see PD04</p>	Operations & Infrastructure	C + 7	Legal citations applied
OP03	<p>Fleet & Equipment Coordination Includes records that are evidence of activities related to the administration, maintenance, licensing, inspection and disposition of fleet vehicles and Town equipment such as public works equipment, mobile equipment, protective equipment, computer and office equipment. Also includes regular and scheduled maintenance and vendor / supplier support contacts.</p> <p><i>Records may include: Equipment check list, maintenance check list, commercial vehicle inspections, repair request form, work orders, pre and post check lists, bill of sale, serial numbers, installation instructions and technical specification manuals for the operation of the equipment.</i></p> <p>Excludes: Procurement - see FM12; Fuel Card Maintenance - see FM08</p>		E + 7	<p>E = Life of equipment/vehicles</p> <p>Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of the Town's infrastructure and facilities.

OP - Operations

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP04	<p>Inventory Control Includes records that are evidence of the tracking and control of the Town's assets and inventory such as road maintenance supplies, gravel, salt, fuel, culverts, fencing, chemicals, hydrants, parts, etc.</p> <p><i>Records may include: Inventory listings, material transfer ledgers, gravel tickets, stock issue transfers</i></p>	Originating	C + 7	Legal citations applied
OP05	<p>Metering Quality Assurance Includes records that are evidence of the inspection, repair, verification and calibration of water meters owned by the Town.</p> <p><i>Records may include: Meter service work orders, proving records, serial number and tag tracking</i></p>	Operations & Infrastructure	E + 7	E = Meter taken out of service Legal citations applied
OP06	<p>Road and Sign Maintenance Includes records that are evidence of maintenance and routine inspecting of roads and signs such as plowing and sanding of roads, snow removal, dust and weed control, cleaning, patching, painting of road markings and ditch and drainage control. Also includes the installations, maintenance and inspecting of traffic signs, signals and the concrete program for sidewalks and curbs.</p> <p><i>Records may include: Copies of specification books, inspections, work orders, service requests, daily log books, roadside spray logs, work plans, land damage repair records.</i></p>	Operations & Infrastructure	C + 7	Legal citations applied
OP07	<p>Solid Waste and Recycling Removal Includes records that are evidence of the routine operation and administration of the Town's waste collection and recycling program such as regular collection of waste, distribution of garbage bins and the transportation of waste and recyclables to different facilities.</p> <p><i>Records may include: Landfill tickets, monthly reports, work orders.</i></p>	Operations & Infrastructure	E + 25	E = Life of facility Legal citations applied

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of the Town's infrastructure and facilities.

OP - Operations

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP08	<p>Utilities Maintenance Includes records that are evidence of routine operations, inspection, monitoring and preventative maintenance on the Town's utility infrastructure such as resident water reconnect and disconnects, regular sewer flushing and utilities location.</p> <p><i>Records may include: work site location map, work order, service connection inspection records, project summary report and copies of occupancy inspections.</i></p>	Operations & Infrastructure	C + 7	Legal citations applied
OP09	<p>Water and Waste Water Control Includes records that are evidence of monitoring, maintaining and repairing water and waste water management systems such as ensuring water quality meets requirements through testing and sampling, conducting routine and emergency maintenance on the water plant, monitoring waste waters and monitoring volumes of water and waste water.</p> <p><i>Records may include: Flow record, daily reading report, daily pumps and generator report, daily water sample reports, maintenance log books, water licenses and approvals, water level monitoring, lab reports, tests analysis, evaluations, monitoring results, company or industry informant source characterization, pre-release testing</i></p>	Operations & Infrastructure	E + 25	E = Life of facility Legal citations applied

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

PLANNING, DEVELOPMENT & ENGINEERING: Use this functional category to organize records that are evidence of developing the Town's strategic direction, infrastructure planning and construction and the promotion of the Town through business and tourism development.				
PD - Planning, Development and Engineering				
Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
PD01	<p>Business Development Includes records that are evidence of the Town's collaboration with current and potential business owners in developing the economy of the Town such as meeting with business owners to review their business plans, referrals to services provides and the distribution of demographic and marketing information.</p> <p><i>Records may include: strategic plans, copies of business plans and resource material.</i></p>	Community Services	UOS + 2	
PD02	<p>Community Programming Includes records that are evidence of the development, coordination, implementation and delivery of recreational, social and cultural programs and providing referrals for financial, educational, career and support services.</p> <p><i>Records may include: registration lists, program descriptions and program guide.</i></p> <p style="color: red;">Excludes: Payment for program registration - see FM02</p>	Community Services	C + 7	<p>Legal citations applied</p> <p>Privacy</p>
PD03	<p>Construction Planning and Engineering Includes records that are evidence of planning, design, monitoring and construction of infrastructure and other projects such as review of pre-design submission, inspection of construction for compliance with the drawings and specifications, communication with contractors regarding deficiencies, and facilitation of Construction Completion Certification (CCC) and Final Acceptance Certificates (FAC).</p> <p><i>Records may include: Notifications of Construction Completion Certificates (CCC), Final Acceptance Certificate (FAC), pre-design submissions, deficiencies list, engineering drawings, copies of request for qualifications, copies of proposals and copies of design standards</i></p> <p style="color: red;">Excludes: Master engineering design guidelines and standards - see MG10; Land / Property Files - see LC04; Town facilities - see PD04</p>	Operations & Infrastructure	E + 1	<p>E = Construction complete, project close out then transfer records to permanent facility file or property file</p> <p>Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

PLANNING, DEVELOPMENT & ENGINEERING: Use this functional category to organize records that are evidence of developing the Town's strategic direction, infrastructure planning and construction and the promotion of the Town through business and tourism development.

PD - Planning, Development and Engineering

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
PD04	<p>Infrastructure Management Includes records that are evidence of the management, planning for sustainability, maintenance, rehabilitation, and replacement of the Town's infrastructure and facilities through capital projects such as design plans, waste water and treatment plant upgrades, road and utility upgrades, etc. Also includes railway crossings.</p> <p><i>Records may include: As-built drawings, GIS system, upgrade plans, work permissions, third party utility drawings, infrastructure management plans, etc.</i></p> <p>Excludes: Private landowner development - see LC04</p>	Operations & Infrastructure	E + 5	E = Life of facility Legal citations applied
PD05	<p>Strategic Planning Includes records that are evidence of the Town's strategic planning and the process of defining its strategy or direction and making decision on how to pursue the strategy.</p> <p><i>Records may include: Strategic plans, business plans, master plans (transportation, recreation, etc), Alberta Municipality Plan, Area Structure Plan and Quality Management Plan including financial planning, analysis of financial issues, revenue analysis, regional studies, fare evasion studies, tax (GST/FST) planning / analysis and related correspondence, benchmarking, internal and external performance measures</i></p>	Originating	UOS + 5	Legal citations applied
PD06	<p>Tourism Development Includes records that are evidence of efforts made to promote and encourage tourism within the Town such as partnering with surrounding municipalities on initiatives and the development of marketing tools. Also includes tracking of visitor and inquires received.</p> <p><i>Records may include: Tourism map, brochures, project files, resource brochures, Visitor Information Center applications and certifications.</i></p>	Community Services	C + 7	

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PLANNING, DEVELOPMENT & ENGINEERING: Use this functional category to organize records that are evidence of developing the Town's strategic direction, infrastructure planning and construction and the promotion of the Town through business and tourism development.

PD - Planning, Development and Engineering

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
PD07	<p>License and Permit Issuance Includes records that are evidence of receiving, reviewing, processing and issuing permits and licenses for the construction of buildings and subdivisions, inspections and approvals of buildings and the operations of a business within the Town. This includes commercial and residential developments, pre consultation on large development applications and ensuring that applications are within scope of regulatory requirement and Town bylaws. Also includes issuing animal licenses.</p> <p><i>Records may include: Applications, building permit, subdivision permit, electrical permits, gas permits, plumbing permit, occupancy permit, correspondence, working papers, construction drawings, grad slips, plot plans, arch approval, soil bearing, subcontractor list, inspection reports (deficiency list), permit service report, plan examination, business licenses, animal licences, business licenses, permission to work, facility and field rental permits, excavation permits, fire permits, road permits, line assignment, house moves, bridge overload, over dimensional loads, applications approval/denials. Also includes signed Waivers for recreational and social program participation.</i></p> <p>Excludes: Contracts and agreements pertaining to land - see LC04 Decision made by the Municipal Planning Committee (MPC) - see MG02 Collection of payment or invoicing for application process - see FM02</p>		E + 10	<p>E = Expiration of permit, license or waiver</p> <p>Privacy</p> <p>Legal citations applied</p>

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RECORD CLASSIFICATION AND RETENTION SCHEDULE

SAFETY & ENVIRONMENTAL ASSURANCE: Use this functional category to organize records that are evidence of the Town's commitment to limit the impact of operations on the environment, people and the Town.				
SE - Safety and Environmental Assurance				
Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SE01	<p>Emergency Response Planning Includes records that are evidence of planning, documentation, maintenance and distribution activities aimed at minimizing potentially serious harm to the safety, health or welfare of people or widespread property damage in the event of an emergency within the Town.</p> <p><i>Records may include: Emergency and Disaster Plans, Continuity Plans, local state of emergency records, planning, disaster centre planning and liaison</i></p>	Originating	UOS + 5	<p>Legal citations applied</p> <p>Privacy</p>
SE02	<p>Environmental Monitoring Includes records that are evidence of on-going environmental monitoring to ensure environmental sustainability and the protection of areas and resources.</p> <p><i>Records may include: Environmental site assessments, erosion and sediment reports, algae treatment records, flood mapping and monitoring, river system analysis, flood plain management, river forecasting, flood protection studies and flood damage reduction program.</i></p>	Operations & Infrastructure	UOS + 5	<p>Legal citations applied</p>
SE03	<p>Environmental Reclamation and Remediation Includes records that are evidence of planning and implementation of measures undertaken to return lands back to their natural state.</p> <p><i>Records may include: Reclamation activity reports, environmental reports, reclamation certificates, reclamation maps.</i></p> <p style="color: red;">Excludes: Environmental Site Assessment - see SE02</p>	Operations & Infrastructure	UOS + 5	<p>Legal citations applied</p>

RECORD CLASSIFICATION AND RETENTION SCHEDULE

SAFETY & ENVIRONMENTAL ASSURANCE: Use this functional category to organize records that are evidence of the Town's commitment to limit the impact of operations on the environment, people and the Town.

SE - Safety and Environmental Assurance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SE04	<p>Hazardous Material Handling Includes records that are evidence of handling receiving and disposing of potentially dangerous goods.</p> <p><i>Records may include: Hazardous Material Information System (HMIS), Material Safety Data Sheets (MSDS), tracking lists of who used the material and how much was used etc.</i></p>	Originating	C + 5	Legal citations applied
SE05	<p>Incident Responding and Investigating Includes records that are evidence of responding to and investigating emergency calls and events such as fire and medical emergencies for both public and employee related incidents.</p> <p><i>Records may include: Field reports, photos, sketches, witness statements, 911 response call logs, fire investigation reports, specific emergency event management records, command post mobilization and set up of disaster centre operations.</i></p> <p><i>Excludes: Employee WCB Claims - see HR03</i></p>	Originating	E + 10	<p>E = Incident closed</p> <p>Legal citations applied</p> <p>Privacy</p>
SE06	<p>Safety Monitoring Includes records that are evidence of proactive monitoring, inspection and assessment activities related to safety such as pre-job safety meetings, site inspections and assessing safety hazards.</p> <p><i>Records may include: Safety hazards assessments, prep safety meetings, stop orders planning, audits and inspections.</i></p>		C + 5	Legal citations applied

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SAFETY & ENVIRONMENTAL ASSURANCE: Use this functional category to organize records that are evidence of the Town's commitment to limit the impact of operations on the environment, people and the Town.

SE - Safety and Environmental Assurance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SE07	<p>Safety Programming Includes records that are evidence of planning, development and implementation of program and initiatives to ensure the safety of Town employees and contractors such as maintaining safety manuals, conducting safety orientations and providing oversight and guidance on safety issues that can impact Town employees and operations.</p> <p><i>Records may include: Health & Safety (H&S) Manual, Safe Work Practices (SWP), Fire Department recommendations, statistical reports, orientation packages, clothing allowance program (PPE), H&S memorandum, H&S directives, all Health & Safety Day planning, documentation and schedules</i></p> <p>Excludes: Safety inspections - see SE06; Individual's training records - see HR03</p>		UOS + 5	