



**THE CORPORATION OF THE CITY OF MISSISSAUGA
RECORDS RETENTION SCHEDULE
BY-LAW 97-17**

WHEREAS section 254 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (“Act”) requires municipalities to retain and preserve records in a secure and accessible manner;

AND WHEREAS section 255 of the Act authorizes a municipality to establish retention periods for its records;

AND WHEREAS section 255 of the Act authorizes a municipality to destroy records only after the expiry of the established retention periods or if the record is a copy of the original record;

AND WHEREAS Council of The Corporation of the City of Mississauga (“City Council”) enacted the Records Retention Bylaw 0537-96, as amended;

AND WHEREAS City Council wishes to establish a new bylaw to update the records retention schedule for City records;

NOW THEREFORE the Council of The Corporation of the City of Mississauga ENACTS as follows:

1. In this Bylaw,
 - (a) **“Archival”** describes a Record that has been appraised for permanent retention and archival selection because of its long life, historical, legal (including evidential), operational or administrative value.
 - (b) **“Archival Review”** means the review of Records that may have Archival value and requires review prior to disposition.
 - (c) **“City Clerk”** means the clerk of The Corporation of the City of Mississauga as appointed by Council under the *Municipal Act, 2001*, S.O. 2001, C. 25, as amended, or successor legislation.
 - (d) **“Record”** means recorded information regardless of physical form or characteristics, whether in printed or electronic form, that are made or received by the City to conduct its business.
2. Schedule 1 to this Bylaw is the Records Retention Schedule for all Records. All Records shall be maintained for at least the duration as provided for in Schedule 1.
3. Records that have reached the expiry of their record retention period as identified in Schedule 1 may be destroyed or otherwise disposed of in accordance with policies or procedures as may be established by the City Clerk from time to time. For greater clarity, at the expiry of the record retention period as identified in Schedule 1, a Record that is marked as “Archival” or “Archival

4. Review” may be disposed of through donation to the Peel Art Gallery Museum and Archives (PAMA) or similar not-for-profit organizations for archival purposes.
5. The City Clerk, or designate, shall be responsible for the administration of this Bylaw, including the establishment of relevant policies and procedures to implement this Bylaw.
6. Should any provisions or parts of this by-law be held by a court or tribunal of competent jurisdiction to be invalid, the remainder of this by-law shall not be affected and shall remain in full force and effect.
7. Bylaw 0537-96, as amended, is repealed.

ENACTED and PASSED this 21st day of June, 2017
Signed by Pat Saito, Acting Mayor and Crystal Greer, City Clerk

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
BL	BYLAWS AND ENFORCEMENT				
	City of Mississauga records related to the enforcement of municipal bylaws. May also include information related to the development, review and amendment of bylaws.				
BL.01	BYLAW DEVELOPMENT	S + 2	4	D	S = bylaw amended or file closed
BL.02	BYLAW ENFORCEMENT: PARKING ENFORCEMENT	2	4	D	
BL.04	BYLAW ENFORCEMENT: ANIMAL SERVICES	2	4	D	
BL.08	BYLAW ENFORCEMENT: GENERAL	2	4	D	
BL.09	ZONING BYLAW ISSUES	2	8	D	
BL.BL	BYLAWS				
	ORIGINAL BYLAWS	10	P	P	Archival Vital

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

BL.03	BYLAW ENFORCEMENT: SIGNS	2	4	D	
BL.05	BYLAW ENFORCEMENT: TERMITES/PEST CONTROL	2	4	D	
BL.06	BYLAW ENFORCEMENT: SWIMMING POOL ENCLOSURES	2	4	D	
BL.10	BYLAW ENFORCEMENT: PUBLIC VEHICLES	2	4	D	
BL.BL	BYLAWS				
	CASE FILES – REZONING BYLAWS	2	28	D	
	SUBJECT FILES	2	4	D	

Schedule 1 Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
CA	CORPORATE ADMINISTRATION				
	General administrative records and functions that are common to most departments within the Corporation.				
CA.01	STRATEGIC AND BUSINESS PLANNING				
	FINAL REPORTS	2	8	D	Archival Review
	SUBJECT FILES	2	4	D	
CA.02	INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	S + 2	4	D	S = system software or equipment replacement
CA.04	OFFICE ADMINISTRATION	2	0	D	
CA.05	RECORDS & INFORMATION MANAGEMENT	2	4	D	
CA.06	PRINTING SERVICES	2	2	D	
CA.10	ASSOCIATIONS AND ORGANIZATIONS	2	0	D	
CA.13	INFORMATION ENQUIRIES	2	1	D	
CA.15	AUDITS				
	FINAL AUDIT REPORTS	2	18	D	
	SUBJECT FILES	T + 2	5	D	T = Implementation of all recommendations or close of file
CA.16	STAFF COMMITTEES AND MEETINGS	2	1	D	
CA.17	PERFORMANCE MEASUREMENT	2	4	D	
CA.18	FORMS MANAGEMENT	T + 2	4	D	T = Form revision or discontinuation
CA.20	EXECUTIVE CORRESPONDENCE	2	8	D	Archival Review
CA.22	FREEDOM OF INFORMATION	2	1	D	
CA.24	POLICIES, PROCEDURES & GUIDELINES				
	CORPORATE POLICY	S	P	P	S = policy superseded Archival
	DEPARTMENTAL OPERATING PROCEDURES	S	6	D	S = procedure superseded Archival Review
	SUBJECT FILES	2	4	D	
CA.26	RECORDS RETENTION AND DISPOSITION MANAGEMENT	2	P	P	
CA.27	BACKUP DATA	1 DAY	2	OVER	

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		Active	Inactive	Disp.	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

CA.03	COMPUTER SYSTEM DOCUMENTATION	S	6	D	
CA.07	TELECOMMUNICATIONS	2	4	D	
CA.08	SECURITY	2	4	D	
CA.09	ACCIDENT/INCIDENT REPORTS – ADULTS	2	4	D	
CA.11	ORGANIZATIONAL EFFECTIVENESS				
	FINAL STUDIES	2	18	D	
	SUBJECT FILES	2	4	D	
	WORKING FILES	2	4	D	
CA.14	CALENDARS, APPOINTMENTS AND ITINERARY RECORDS	1	0	D	
CA.15	AUDITS				
	WORKING PAPERS	T + 2	5	D	T = end of project
CA.19	MAIL SERVICE	2	4	D	
CA.21	DEPARTMENTAL OPERATING PROCEDURES	S + 2	4	D	
CA.23	CITY OWNED/LEASED VEHICLES	2	4	D	
CA.25	EXTERNAL AUDIT	2	5	D	

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CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
CD	COMMUNITY DEVELOPMENT				
	Community planning and development records, including development applications.				
CD.01	OFFICIAL PLAN	S	P	P	Archival
CD.02	OFFICIAL PLAN REVIEW				
	PROJECT FILES	S + 2	P	P	Archival
	SUBJECT FILES	2	4	D	
CD.03	CHARACTER AREA POLICIES, LOCAL AREA PLANS AND PLANNING STUDIES				
	PROJECT FILES	S	P	P	Archival
	SUBJECT FILES	S + 2	8	D	
CD.05	BUSINESS IMPROVEMENT AREAS (BIA'S)	2	8	D	
CD.06	RESIDENTIAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.07	COMMERCIAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.08	AIRPORT DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.09	INDUSTRIAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.10	PARK DEVELOPMENT				
	FINANCIAL	T + 2	4	D	T = completion of project
	HISTORICAL	2	P	P	Archival
	MASTER PLANS	S	20	D	Archival Review
	PROJECT FILES	T + 2	13	D	T = completion of project Archival Review
CD.11	RECREATIONAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.12	RECREATIONAL DEVELOPMENT				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.15	DEMOGRAPHIC INFORMATION				
	PROJECT FILES	S	20	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.17	DEVELOPMENT – OTHER MUNICIPALITIES	2	8	D	
CD.19	AERIAL PHOTOGRAPHS	2	P	P	Archival

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		Active	Inactive	Disp.		
CD.20	MAPPING	S	P	P	Archival	
CD.21	DEVELOPMENT – OTHER					
	PROJECT FILES	2	28	D	Archival Review	
	SUBJECT FILES	2	4	D		
CD.22	WATERFRONT DEVELOPMENT					
	PROJECT FILES	2	28	D	Archival Review	
	SUBJECT FILES	2	4	D		
CD.23	ZONING BYLAW TEXT CHANGES	T + 2	4	D	T = approval of bylaw	
CD.43R	REFERENCE PLANS					
	DRAWINGS	P	0	D		
CD.A	COMMITTEE OF ADJUSTMENT – MINOR VARIANCE					
	CORRESPONDENCE	T + 2	8	D	T = decision is made and/or all conditions are met	
	DECISIONS AND FINAL NOTICES	P	0	P	Vital	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
CD.B	COMMITTEE OF ADJUSTMENT – CONSENT TO SEVER					
	CASH IN LIEU	T + 2	P	P	T = all payments received	
	CORRESPONDENCE AND DRAWINGS	T + 2	8	D	T = decision is made and/or all conditions are met	
	DECISIONS AND FINAL NOTICES	P	0	P	Vital	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	LEGAL DOCUMENTS					
	OTHER DEPARTMENTS	T + 2	23	D	T = all conditions met Review for signed agreements	
	TRANSPORTATION AND WORKS	T + 2	P	P	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
CD.BL	REZONING BYLAWS					
	CORRESPONDENCE					
	OTHER DEPARTMENTS	2	4	D		
	PLANNING AND BUILDING	2	28	D		
CD.CDM	CONDOMINIUMS – PROPOSED					
	CORRESPONDENCE AND DRAWINGS	T + 2	4	D	T = application cancelled	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = application cancelled	

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		Active	Inactive	Disp.		
	SECURITIES	T + 2	4	D	T = application cancelled	
CD.M	SUBDIVISIONS – REGISTERED					
	CASH IN LIEU	T + 2	P	P	T = all payments received	
	CORRESPONDENCE	T + 2	28	D	T = assumption	
	DRAWINGS	T + 2	28	D	T = execution of service agreement	
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = assumption	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = assumption	
	LEVY CALCULATIONS	P	0	P		
	LEGAL DOCUMENTS					
	OTHER DEPARTMENTS	T + 2	28	D	T = all conditions met Review for signed agreements	
	TRANSPORTATION AND WORKS	T + 2	P	P	T = assumption	
	LOT GRADINGS	T + 2	28	D	T = assumption	
	SECURITIES	T + 2	4	D	T = assumption	
	SOLICITORS LETTERS	2	4	D		
	TEST RESULTS	T + 2	4	D	T = assumption	
WORK FILE	T + 2	28	D	T = assumption		
CD.OPA	OFFICIAL PLAN AMENDMENTS					
	AMENDMENT	2	P	P	Archival	
	CORRESPONDENCE					
	OTHER DEPARTMENTS PLANNING AND BUILDING	T + 2 T + 2	4 28	D D	T = approval T = approval	
CD.OZ	REZONINGS					
	CORRESPONDENCE AND DRAWINGS					
	OTHER DEPARTMENTS PLANNING AND BUILDING	T + 2 T + 2	4 28	D D	T = execution of servicing agreement or all conditions are met	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	LEGAL DOCUMENTS					
	OTHER DEPARTMENTS	T + 2	28	D	T = all conditions met Review for signed agreements	
	TRANSPORTATION & WORKS	T + 2	P	P	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
CD.PCC	CONDOMINIUMS - REGISTERED					
	CORRESPONDENCE AND DRAWINGS					

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		Active	Inactive	Disp.		
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
	SOLICITORS LETTERS	2	4	D		
CD. PCECP	PEEL COMMON ELEMENT CONDOMINIUM PLAN					
	CORRESPONDENCE AND DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
	SOLICITORS LETTERS	2	4	D		
CD. PPCP	PEEL PHASED CONDOMINIUM PLAN					
	CORRESPONDENCE AND DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
	SOLICITORS LETTERS	2	4	D		
CD. PSCP	PEEL STANDARD CONDOMINIUM PLAN					
	CORRESPONDENCE AND DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
	SOLICITORS LETTERS	2	4	D		
CD. PVLCP	PEEL VACANT LAND CONDOMINIUM PLAN					
	CORRESPONDENCE AND DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met	
	SECURITIES	T + 2	4	D	T = all conditions met	
	SOLICITORS LETTERS	2	4	D		
CD.RP	REGISTERED PLANS					
	CORRESPONDENCE	T + 2	28	D	T = assumption Archival Review	

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		Active	Inactive	Disp.	
	DRAWINGS	P	0	D	
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = assumption
	LEGAL DOCUMENTS	T + 2	P	P	T = assumption Archival
	SECURITIES	T + 2	4	D	T = assumption
CD.SP	SITE PLANS				
	CORRESPONDENCE AND DRAWINGS				
	OTHER DEPARTMENTS	T + 2	4	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = all conditions met
	LEGAL DOCUMENTS				
	OTHER DEPARTMENTS	T + 2	28	P	T = all conditions met Review for signed agreements
	PLANNING AND BUILDING	T + 2	P	D	T = all conditions met
	SECURITIES	T + 2	4	D	T = assumption
CD.T	SUBDIVISIONS – PROPOSED				
	CORRESPONDENCE AND DRAWINGS	T + 2	4	D	T = application cancelled
	FINANCIAL CORRESPONDENCE	T + 2	4	D	T = application cancelled
	LEGAL DOCUMENTS	T + 2	4	D	T = application cancelled
	SECURITIES	T + 2	4	D	T = application cancelled

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Retention
(Numerical reference in years unless specified)

CCS Code Record Series Title

Active Inactive Disp. Remarks

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

CD.04	COMMUNITY STUDIES OF PLANNING DISTRICTS				
	PROJECT FILES	S	P	P	Archival Review
	SUBJECT FILES	S + 2	8	D	
CD.10	PARK DEVELOPMENT				
	ACTUAL PLANS	S	20	D	Archival Review
	SUBJECT FILES	2	4	D	
CD.13	SURPLUS LANDS	2	4	D	
CD.19	AERIAL PHOTOGRAPHS - SUBJECT FILES	2	4	D	
CD.20	MAPPING - SUBJECT FILES	2	4	D	
CD.A	COMMITTEE OF ADJUSTMENT – MINOR VARIANCE				
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = all conditions met
CD.B	COMMITTEE OF ADJUSTMENT – CONSENT TO SEVER				
	DRAWINGS	T + 2	8	D	T = decision is made and/or all conditions are met
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = all conditions met
	WORK FILE	T + 2	4	D	T = all conditions met
CD.CDM	CONDOMINIUMS – PROPOSED				
	DRAWINGS	T + 2	8	D	T = application cancelled
CD.M	SUBDIVISIONS - REGISTERED				
	ACQUISITIONS	2	P	P	
	EASEMENTS	2	P	P	
CD.OZ	REZONINGS				
	ACQUISITIONS	2	P	P	
	DISPOSALS	T + 2	38	D	T = completion of transaction
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	4	D	T Execution of servicing agreement or all conditions are met

	PLANNING AND BUILDING	T + 2	28	D	T = Execution of
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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
					servicing agreement or all conditions are met
	EASEMENTS	2	P	P	
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = all conditions met
	TEST RESULTS	T + 2	4	D	T = all conditions met
	WORK FILE	T + 2	23	D	T = all conditions met
CD.PCC	CONDOMINIUMS - REGISTERED				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
CD. PCECP	PEEL COMMON ELEMENT CONDOMINIUM PLAN				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
CD. PPCP	PEEL PHASED CONDOMINIUM PLAN				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
CD. PSCP	PEEL STANDARD CONDOMINIUM PLAN				
	ACQUISITIONS	2	P	P	
	DRAWINGS				
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met
	EASEMENTS	2	P	P	
CD. PVLCP	PEEL VACANT LAND CONDOMINIUM PLAN				
	ACQUISITIONS	2	P	P	

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)				Remarks
		Active	Inactive	Disp.		
	DRAWINGS					
	OTHER DEPARTMENTS	T + 2	8	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	EASEMENTS	2	P	P		
CD.RP	REGISTERED PLANS					
	LEGAL DOCUMENTS					
	OTHER DEPARTMENTS	T + 2	23	D	T = assumption	
CD.SP	SITE PLANS					
	ACQUISITIONS	2	P	P		
	DRAWINGS					
	OTHER DEPARTMENTS	T + 2	4	D	T = all conditions met	
	PLANNING AND BUILDING	T + 2	28	D	T = all conditions met	
	EASEMENTS	2	P	P		
	TEST RESULTS	T + 2	4	D	T = all conditions met	
CD.T	SUBDIVISIONS – PROPOSED					
	DRAWINGS	T + 2	4	D	T = application cancelled	
	EROSION AND SEDIMENT CONTROL	T + 2	4	D	T = application cancelled	
	LOT GRADING	T + 2	4	D	T = application cancelled	
	TEST RESULTS	T + 2	4	D	T = application cancelled	
	WORK FILE	T + 2	4	D	T = application cancelled	

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
CP	CAPTIAL PROJECTS Major projects undertaken by the Corporation and approved by the Business Plan.				
CP.00	CAPITAL PROJECTS	T + 2	13	D	T = completion of project

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CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
CS	COMMUNITY AND SOCIAL SERVICES				
	Services provided to the community, or at issue in the community.				
CS.01	EMERGENCY MEDICAL SERVICES, HOSPITALS AND OTHER HEALTH CARE	2	4	D	
CS.02	COMMUNITY RESOURCES	2	4	D	
CS.07	MUSEUMS, ART GALLERIES AND CULTURAL CENTRES	2	8	D	
CS.08	HERITAGE AND DESIGNATIONS CASE FILES	2	P	P	Archival
CS.09	UTILITY SERVICES	2	4	D	
CS.11	EMERGENCY MANAGEMENT	S + 2	4	D	S = approval of revised emergency plan or file closed
CS.13	FIRE ROUTES	S + 2	4	D	S = fire route changed
CS.14	FIRE PREVENTION	S + 2	8	D	S = inspection information is superseded or obsolete
CS.15	ANIMAL CONTROL	2	4	D	
CS.17	SOCIAL ISSUES	2	4	D	
CS.18	CEMETERIES				
	CASE FILES – INTERNMENT RIGHTS	P	0	P	Archival
	SUBJECT FILES	2	4	D	
CS.20	FIRE INCIDENTS	2	8	D	
	AUDIO RECORDINGS	30 days	10	D	
CS.21	THEATRE PRODUCTIONS	2	8	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

CS.03	NON-PROFIT HOUSING	2	4	D	
CS.04	GROUP HOMES AND INSTITUTIONS	2	4	D	
CS.05	SCHOOLS AND EDUCATION	2	4	D	
CS.06	LIBRARIES	2	4	D	

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		Active	Inactive	Disp.	
CS.08	HERITAGE AND DESIGNATIONS				
	SUBJECT FILES	2	4	D	
CS.10	POLICE	2	4	D	
CS.12	HUMAN RIGHTS	2	4	D	
CS.16	POSTAL SERVICE (CANADA POST)	2	4	D	
CS.19	SERVICES – OTHER	2	4	D	
CS.22	COMMUNICATION AUDIO DISKS	30 days	6	D	

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		Active	Inactive	Disp.		
EC	ENVIRONMENT AND CONSERVATION					
	Outdoor and indoor environment and conservation.					
EC.01	WATERCOURSES & STORM WATER MANAGEMENT					
	CASE FILES	2	28	D	Archival Review	
	SUBJECT FILES	2	4	D		
EC.02	WATERFRONTS					
	CASE FILES	2	28	D	Archival Review	
	SUBJECT FILES	2	4	D		
EC.03	WATER QUALITY	2	5	D		
EC.04	WASTE MANAGEMENT, GARBAGE & RECYCLING					
	HISTORICAL INFORMATION ON LANDFILL SITES	2	48	D	Archival Review	
	SUBJECT FILES	2	4	D	Review for landfill site information	
EC.05	HAZARDOUS MATERIALS					
	CASE FILES	2	18	D		
	SUBJECT FILES	2	4	D		
EC.07	NOISE POLLUTION & CONTROL	2	5	D		
EC.08	SURFACE & SUBSURFACE CONTAMINATION & TESTING					
	CASE FILES	2	28	D		
	SUBJECT FILES	2	4	D		
EC.09	WEED CONTROL	2	5	D		
EC.10	ENVIRONMENT PROTECTION AREAS					
	CASE FILES	2	28	D		
	SUBJECT FILES	2	4	D		
EC.11	GREENBELTS					
	CASE FILES	2	28	D		
	SUBJECT FILES	2	4	D		
EC.12	WOODLOTS	2	4	D		
EC.13	WETLANDS	2	4	D		
EC.14	ENVIRONMENTAL ASSESSMENTS					

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	PROJECT FILES	2	15	D	
	SUBJECT FILES	2	4	D	
EC.15	SANITARY SEWAGE	2	5	D	
EC.17	WEATHER MONITORING	2	5	D	
EC.18	NATURAL RESOURCES	2	4	D	
EC.19	ENVIRONMENT - OTHER	2	4	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

EC.16	ENERGY CONSERVATION	2	4	D	
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Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)				Remarks
		Active	Inactive	Disp.		
FA	FINANCE AND ACCOUNTING					
	All financial functions of the Corporation.					
FA.01	GENERAL LEDGER & DETAIL					
	ORIGINAL GENERAL LEDGER & DETAIL	2	P	P	Vital	
	SUBJECT FILES	2	4	D		
FA.02	FINANCIAL STATEMENTS & REPORTS					
	ORIGINAL FINANCIAL STATEMENTS & REPORTS	2	P	P		
	SUBJECT FILES	2	4	D	Archival	
FA.03	JOURNAL VOUCHERS & REGISTERS	2	4	D		
FA.04	CASH MANAGEMENT & RESERVE FUNDS	2	4	D		
FA.05	GRANTS & SUBSIDIES RECEIVED	2	5	D	Copies: 2 year retention must be fulfilled	
FA.07	PAYMENTS IN LIEU OF TAXES	2	18	D	Copies: 2 year retention must be fulfilled	
FA.08	TAX REVENUE & COLLECTIONS	2	4	D	Copies: 2 year retention must be fulfilled	
FA.09	ASSESSMENT INFORMATION	2	4	D		
FA.10	ASSESSMENT ROLLS					
	AMENDED ASSESSMENT ROLLS	2	13	D	Archival Review	
	ORIGINAL ASSESSMENT ROLLS	2	P	P	Archival	
	SUBJECT FILES	2	4	D		
FA.11	FEES & OTHER REVENUES (INCLUDES ACCOUNTS RECEIVABLE INVOICES)	2	4	D	Copies: 2 year retention must be fulfilled	
FA.12	BANKING & RECONCILIATIONS	2	4	D		
FA.13	TAX ADJUSTMENTS	2	4	D		
FA.14	PAID VOUCHERS (INCLUDES SOURCE DOCUMENTS)	2	4	D		
FA.15	PERSONAL EXPENSES	2	4	D		
FA.16	CORPORATE GRANTS, SUBSIDIES & DONATIONS	2	4	D	Copies: 2 year retention must be fulfilled	
FA.17	TAX PAID (FEDERAL & PROVINCIAL)	2	4	D		
FA.19	BUSINESS PLAN AND BUDGET	2	8	D	Archival Review	
FA.20	BUDGETS – OTHER	2	4	D		
FA.21	REFUNDS & OTHER CREDITS	2	4	D	Copies: 2 year retention must be fulfilled	
FA.25	INVENTORY & CAPITAL ASSETS					
	ORIGINAL INVENTORY	2	P	P		
	SUBJECT FILES	2	4	D	Review for inventory documentation	
FA.26	WARRANTIES & GUARANTEES	T + 2	4	D	T = expiry	
FA.27	EMPLOYEE RECORDS – PAYROLL					
	EMPLOYEE CASE FILES	T + 2	4	D	T= termination	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	PAYROLL REGISTER	2	73	D	Vital
	SUBJECT FILES	2	4	D	
FA.29	CREDIT CARD AUTHORIZATIONS & USE	2	0	D	
FA.30	CHEQUE LISTS/REGISTERS	2	4	D	
FA.31	CASH IN LIEU				
	CASE FILES	2	P	P	
	SUBJECT FILES	2	4	D	
FA.32	SECURITIES	T + 2	4	D	T = release of security or file closed
FA.33	CHARGE BACKS	2	4	D	
FA.34	REASSESSMENT	T + 2	18	D	T= implementation of reassessment
FA.35	DEVELOPMENT CHARGES	2	18	D	Vital
FA.36	ASSESSMENT APPORTIONMENT	2	4	D	
FA.37	TAX LEVIES PAID (SCHOOL BOARDS & REGION OF PEEL)	2	4	D	
FA.38	DEBENTURES	T + 2	4	D	T = Maturity
FA.41	TAX ROLLS	P	0	P	
FA.43	TAX SALES	2	18	D	
FA.44	FEDERAL/PROVINCIAL LOANS/GRANTS ADMINISTERED BY THE CITY	2	4	D	Copies: 2 year retention must be fulfilled
FA.45	INTERNAL REQUISITIONS	2	0	D	
FA.46	INVENTORY & CURRENT ASSETS	2	4	D	
FA.47	LOANS GRANTED BY THE CITY	T + 2	4	D	T = Until loan is fully repaid Copies: 2 year retention must be fulfilled
FA.49	PROCUREMENT & EXTERNAL SUPPLY CONTRACTS	T + 2	4	D	T = Real contract end date Copies: 2 year retention must be fulfilled Working files purged 2 years after contract is awarded
FA.50	MILL RATE	2	18	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

FA.22	TENDERS, QUOTES, PROPOSALS & RESULTING CONTRACTS & AGREEMENTS	T + 2	4	D	T = real contract end date
FA.39	CANADA SAVINGS BONDS	2	4	D	
FA.42	SUPPLEMENTARY ASSESSMENTS (TAX)				
	SUBJECT FILES	2	4	D	
FA.45	INTERNAL REQUISITIONS				

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	AVANTI SYSTEM	4	0	D	
FA.48	PROCUREMENT	T + 2	0	D	T = real contract end date

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)				Remarks
		Active	Inactive	Disp.		
HR	HUMAN RESOURCES					
	Personnel resources of the Corporation, including training, employee records, benefits and negotiations.					
HR.01	ORGANIZATIONAL CHARTS					
	ORIGINAL CHARTS	S	P	P	Archival	
	SUBJECT FILES	2	4	D	Archival Review	
HR.02	STANDARDS & CONDUCT	2	4	D		
HR.03	EMPLOYEE RECORDS (PERMANENT STAFF)	T + 2	48	D	T = termination	
HR.04	EMPLOYEE RECORDS (TEMPORARY STAFF)	T + 2	18	D	T = termination	
HR.05	RECRUITMENT & JOB POSTINGS	2	0	D	Unsolicited / unused applications discarded after 6 months	
HR.06	VOLUNTEERS	2	0	D		
HR.07	SALARIES & JOB EVALUATION STUDIES	S + 2	4	D		
HR.08	LABOUR RELATIONS (INCLUDES EMPLOYEE GRIEVANCES)	T + 2	48	D	T = termination	
HR.09	WEEKLY INDEMNITY	T + 2	8	D	T = termination or final settlement	
HR.15	STAFF AWARDS	2	4	D	Archival Review	
HR.16	VEHICLE ACCIDENTS (STAFF)	T + 2	8	D	T = termination or final settlement	
HR.17	HEALTH & SAFETY					
	EMPLOYEE CASE FILES	T + 2	48	D	T = termination	
	SUBJECT FILES	2	4	D		
HR.18	WORKERS COMPENSATION					
	EMPLOYEE CASE FILES	T + 2	48	D	T = termination	
	SUBJECT FILES	2	4	D		
HR.19	TRAINING & DEVELOPMENT	2	4	D		
HR.20	ATTENDANCE & SCHEDULING	2	0	D		
HR.21	JOB DESCRIPTIONS	S	0	D		
HR.22	CONFERENCES & SEMINARS	2	0	D		
HR.23	HEALTH & SAFETY COMMITTEE	2	5	D		
HR.25	PENSION	2	4	D		
HR.26	BENEFITS	2	4	D		
HR.27	STAFFING	2	4	D		
HR.30	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES	T + 2	48	D	T = expiry of collective agreement or final settlement Archival Review	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

HR.10	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES CUPE 66 (WORKS) CANADIAN UNION OF PUBLIC EMPLOYEES	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.11	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES CUPE LOCAL 966 (LIBRARY) CANADIAN UNION OF PUBLIC EMPLOYEES	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.12	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES LOCAL 1212 (FIRE) MISSISSAUGA FIREFIGHTERS ASSOCIATION	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.13	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES LOCAL 1572 (TRANSIT) THE AMALGAMATED TRANSIT UNION	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.14	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES DISTRICT LODGE 78 (F&PM) THE INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.28	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES UFCW CANADA UNITED FOOD & COMMERCIAL WORKERS INTERNATIONAL UNION	T + 2	8	D	T = expiry of collective agreement or final settlement
HR.29	UNION NEGOTIATIONS & UNION POLICY GRIEVANCES LOCAL 1572 (TRANSIT PART-TIME) THE AMALGAMATED TRANSIT UNION	T + 2	8	D	T = expiry of collective agreement or final settlement

Schedule 1 Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
LA	LEGAL AFFAIRS AND LEGISLATION				
	Corporate litigation, provincial offence tickets, municipal court operations and other legal concerns. Federal and provincial legislation, by-laws and legislation from other municipalities.				
LA.01	INSURANCE CLAIMS				
	ACCIDENT BENEFIT CASE FILES	T + 2	8	D	T = accident date
	CASE FILES	T + 2	4	D	T = final settlement or file closed
	ACCIDENT/INCIDENT REPORTS - ADULTS	2	4	D	
LA.02	INSURANCE POLICIES	T + 2	48	D	T = expiry of policy
LA.04	LIENS	T + 2	4	D	T = seizure of property or payment of debt
LA.05	VANDALISM & OTHER CRIMES	2	4	D	
LA.06	INQUESTS	2	4	D	Archival Review
LA.07	LEGISLATION – FEDERAL, PROVINCIAL AND OTHER MUNICIPALITIES	2	4	D	
LA.12	LITIGATION	T + 2	4	D	T = case closed
LA.13	LAND TITLE APPLICATIONS	T + 2	4	D	T = approval of application
LA.16	LICENCE APPEALS	T + 2	4	D	T = decision is made
LA.17	RISK MANAGEMENT	2	4	D	
LA.18	ASSESSMENT APPEALS	T + 2	4	D	T = decision is made
LA.19	ONTARIO MUNICIPAL BOARD				
	CASE FILES	T + 2	8	D	T = decision is made
	ORIGINAL ORDERS	T + 2	P	P	T = decision is made Archival
LA.21	INSURANCE CLAIMS – MINORS	T + 2	18	D	T = final settlement or file closed
LA.22	INSURANCE CLAIMS – INTELLECTUALLY DISABLED	T + 2	48	D	T = final settlement or file closed
LA.23	VITAL STATISTICS	2	P	P	Archival
LA.24	LEGAL SERVICES – ALECTRA UTILITIES	2	4	D	
LA.25	LEGAL ADVICE	2	4	D	
LA.26	PROVINCIAL OFFENCES	T + 2	5	D	T = December 31 st of calendar year when payment received or case closed
LA.27	MUNICIPAL COURT DOCKETS	2	5	D	
LA.28	AGREEMENTS EXECUTED UNDER STANDING DELEGATION	T + 2	P	P	T = end of term of the agreement
LA.29	EXTERNAL LEGAL CORRESPONDENCE	2	4	D	

Schedule 1 Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code Record Series Title

Active Inactive Disp. Remarks

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

LA.08	LEGISLATION – FEDERAL	2	4	D	
LA.09	LEGISLATION – OTHER MUNICIPALITIES				
	PROJECT FILES	2	8	D	
	SUBJECT FILES	2	4	D	
LA.20	RENTAL HOUSING PROTECTION	2	4	D	
LA.23	VITAL STATISTICS				
	ORIGINAL BIRTH & DEATH REGISTRATIONS	2	P	P	Archival
	REGISTER OF MARRIAGE LICENCES	2	48	D	
	SUBJECT FILES	2	4	D	
LA.26	PROVINCIAL OFFENCES				
	PART 1	T + 3	0	D	T = December 31 st of calendar year when payment received or case closed
	PART 3	T + 2	5	D	T = December 31 st of calendar year when payment received or case closed

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)				Remarks
		Active	Inactive	Disp.		
LP	LICENCES & PERMITS					
	All permits and licences issued, held or commented on by any City office or department, and related inspections and violations.					
LP.01	BUILDING PERMIT APPLICATIONS	2	3	D		
LP.03	BUILDING PERMITS ISSUED – OTHER					
	ORIGINAL ISSUED PERMITS	2	P	P		
	SUBJECT FILES	2	4	D		
LP.05	CERTIFICATE OF OCCUPANCY APPLICATIONS	2	3	D		
LP.06	CERTIFICATE OF OCCUPANCY – ISSUED	2	5	D		
LP.07	BUILDING PERMITS ISSUED – TEMPORARY STRUCTURES	T + 2	4	D	T = removal of structure	
LP.08	MOBILE SIGN PERMITS	2	0	D		
LP.09	EXCESS LOAD MOVING PERMITS	2	4	D		
LP.11	ROAD OCCUPANCY PERMITS	2	4	D		
LP.12	POOL ENCLOSURE PERMITS	T + 2	8	D	T = certificate of approval issuance	
LP.13	TAXIS, LIMOS & LIVERY OWNERS/DRIVERS	T + 2	4	D	T = expiry of licence	
LP.14	REFRESHMENT VEHICLE OWNERS	T + 2	4	D	T = expiry of licence	
LP.15	DRIVING SCHOOL INSTRUCTORS	T + 2	4	D	T = expiry of licence	
LP.16	TRADE MASTER LICENCES	T + 2	4	D	T = expiry of licence	
LP.17	TAXI PLATES	2	4	D		
LP.18	TRADE LICENCES	T + 2	4	D	T = expiry of licence	
LP.19	LIMOUSINE PLATES	T + 2	4	D	T = expiry of licence	
LP.20	TAXI PLATE PRIORITY LIST	S + 2	4	D		
LP.21	BUSINESS LICENCES	T + 2	4	D	T = expiry of licence	
LP.22	LOTTERY LICENCES	T + 2	4	D	T = expiry of licence	
LP.23	BINGO LICENCES	T + 2	4	D	T = expiry of licence	
LP.24	ANIMAL LICENCES	2	4	D		
LP.25	MARRIAGE LICENCE APPLICATIONS	1	0	D		
LP.26	FACILITY RENTAL CONTRACTS	2	4	D		
LP.27	VENDORS IN CITY PARKS PERMITS	2	4	D		
LP.31	LIQUOR LICENCES	2	4	D		
LP.32	BUILDING PERMITS ISSUED – RESIDENTIAL SINGLE FAMILY, SEMI-DETACHED	T + 2	5	D	T = final inspection	
LP.33	BUILDING PERMITS ISSUED – INDUSTRIAL	T + 2	LOF	D	T = final inspection Vital	
LP.34	BUILDING PERMITS ISSUED – COMMERCIAL	T + 2	LOF	D	T = final inspection Vital	
LP.35	BUILDING PERMITS ISSUED – PUBLIC	T + 2	LOF	D	T = final inspection Vital	
LP.36	BUILDING PERMITS ISSUED – CANCELLED AND	T + 2	3	D	T = cancellation of	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	REVOKED				application by applicant or permit revoked by City
LP.43	BUSINESS LICENCES – OTHER	2	4	D	
LP.45	OPEN BURNING FIRE PERMITS	1	0	D	
LP.46	PARKING PERMITS	2	4	D	
LP.48	TOW TRUCK OWNERS/DRIVERS LICENCES	T + 2	4	D	T = expiry of licence
LP.49	DOCKING PERMITS	2	4	D	
LP.50	FILMING PERMITS	2	4	D	
LP.51	TREE PERMITS	2	4	D	
LP.52	LICENCES & PERMITS – OTHER	2	4	D	
LP.53	BUILDING PERMITS ISSUED – RESIDENTIAL – MULTIPLE FAMILY	T + 2	LOF	D	T = final inspection Vital
LP.55	BUILDING COMPLAINTS AND ORDERS TO COMPLY – RECTIFIED	T + 2	4	D	T = complaint investigation closed or order to comply rectified
LP.56	BUILDING PERMITS ISSUED – SIGNS	T + 2	4	D	T = date issued
LP.57	BUILDING PERMITS ISSUED – HERITAGE PROPERTIES	T + 2	LOF	D	Archival
LP.58	BUILDING PERMITS ISSUED – RESIDENTIAL DRAIN & SEPTIC SYSTEMS	T + 2	LOF	D	T = date issued
LP.59	BUILDING PERMITS ISSUED – COMPLETE DEMOLITIONS	T + 1	0	D	T = final inspection

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

LP.02	BUILDING PERMIT APPLICATIONS - PLANS	2	3	D	
LP.28	OUTDOOR FACILITIES PERMITS	2	4	D	
LP.30	VEHICLES – OTHER	2	4	D	
LP.37	BUILDING PERMITS ISSUED – REVOKED – CORRESPONDENCE & PLANS	T + 2	3	D	T = permit revoked by City
LP.38	BUILDING PERMITS ISSUED – RESIDENTIAL SINGLE FAMILY, SEMI-DETACHED – PLANS	T + 2	5	D	T = final inspection
LP.39	BUILDING PERMITS ISSUED – INDUSTRIAL PLANS	T + 2	LOF	D	T = final inspection Vital
LP.40	BUILDING PERMITS ISSUED – COMMERCIAL – PLANS	T + 2	LOF	D	T = final inspection Vital
LP.41	BUILDING PERMITS ISSUED – PUBLIC – PLANS	T + 2	LOF	D	T = final inspection Vital
LP.54	BUILDING PERMITS ISSUED – RESIDENTIAL – MULTIPLE FAMILY – PLANS	T + 2	LOF	D	T = final inspection Vital

MG	MUNICIPAL GOVERNMENT & COMMITTEES Direct responsibilities and functions of Council and its committees and the administration of municipal elections.
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Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
MG.01	COUNCIL MINUTES, AGENDAS & RESOLUTIONS	10	P	P	Archival Vital
MG.11	OTHER COMMITTEES, BOARDS, COMMISSIONS & AUTHORITIES	2	8	D	Archival Review
MG.12	MUNICIPAL ELECTION RESULTS	P	P	P	Archival
MG.15	MUNICIPAL ELECTION FIELD SUPPLIES	T + 120 days	0	D	T = declaration of official results unless there is a court order or recount
MG.16	MUNICIPAL ELECTION ADMINISTRATION	2	2	D	Archival Review
MG.19	FORMER MUNICIPALITIES – PORT CREDIT, STREETSVILLE, TOWN OF MISSISSAUGA	0	0	P	Archival
MG.20	COUNCIL & COMMITTEE ADMINISTRATION	2	4	D	
MG.34	COUNCIL COMMITTEE MINUTES & AGENDAS	10	P	P	Archival Vital

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

MG.01	COUNCIL				
	SUBJECT FILES	2	4	D	
	COUNCIL MEETING VIDEOTAPES INAUGURAL MEETING VIDEOTAPES	3 2	0 P	D P	Archival
MG.02	ADMINISTRATION & FINANCE COMMITTEE				
	MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital
MG.03	PLANNING & DEVELOPMENT COMMITTEE				
	MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital
MG.04	PUBLIC VEHICLE ADVISORY COMMITTEE				
	MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital
	SUB COMMITTEE	2	8	D	
MG.05	OPERATIONS & WORKS COMMITTEE				
	MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital
MG.06	PROPERTY STANDARDS COMMITTEE				
	MINUTES & AGENDA SUBJECT FILES	2 2	P 4	P D	Archival Vital

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
MG.07	HERITAGE ADVISORY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.08	TRAFFIC SAFETY COUNCIL				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.09	LICENCE APPEAL COMMITTEE	2	4	D	
MG.11	OTHER COMMITTEES, BOARDS & COMMISSIONS - SUBJECT	2	8	D	
MG.13	MUNICIPAL ELECTION POLLING LOCATIONS	2	4	D	
MG.14	MUNICIPAL ELECTION PERSONNEL	2	4	D	
MG.17	ELECTIONS – PROVINCIAL & FEDERAL	2	4	D	
MG.22	MUNICIPAL & REGIONAL BOUNDARIES	2	4	D	
MG.23	GENERAL COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	GENERAL COMMITTEE VIDEOTAPES	1	0	D	
MG.24	AUDIT COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.25	MISSISSAUGA CYCLING COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.26	MISSISSAUGA ACCESSIBILITY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.27	TRANSIT AUTHORITY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.28	SAFE DRIVING COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	SUBJECT FILES	2	4	D	Vital
	SUB COMMITTEE	2	8	D	
MG.29	BUDGET COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.30	MUSEUMS OF MISSISSAUGA ADVISORY COMMITTEE (MOMAC)				
	MINUTES & AGENDA		P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEES	2	4	D	
MG.31	ENVIRONMENTAL ADVISORY COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
	SUB COMMITTEE	2	8	D	
MG.32	SPACE ACCOMMODATION AD HOC COMMITTEE				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	
MG.33	TOWING INDUSTRY ADVISORY COMMITTEE (TIAC)				
	MINUTES & AGENDA	2	P	P	Archival Vital
	SUBJECT FILES	2	4	D	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
PM	PROPERTY MAINTENANCE (CORPORATE) Maintenance and service records for Corporate property.				
PM.02	FACILITIES MAINTENANCE	2	8	D	Review for facility history
PM.09	PARK MAINTENANCE				
	CASE FILES – PARK HISTORY	P	0	P	Archival Review
	INSPECTIONS	5	15	D	
SUBJECT FILES	2	4	D		
PM.12	FORESTRY	P	0	P	Archival Review
PM.13	WORK ORDERS	2	4	D	
PM.14	VEHICLE MAINTENANCE	T + 2	4	D	T = disposal of vehicle or close of file
PM.18	PRE-TRIP INSPECTION BOOKLETS	2	0	D	
PM.20	FACILITY MAINTENANCE HISTORY	LOF	0	D	Archival Review

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

PM.01	HEATING & AIR CONDITIONING (ENVIRONMENTAL CONTROL)	2	4	D	
PM.04	AUDIOVISUAL MAINTENANCE	2	4	D	
PM.05	ELEVATOR MAINTENANCE	2	4	D	
PM.11	JANITORIAL SERVICES	2	4	D	
PM.15	MAINTENANCE INSPECTIONS	2	4	D	
PM.17	ROOF MAINTENANCE	2	8	D	
PM.19	TIME SHEETS	2	0	D	

Schedule 1 Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code	Record Series Title	Active	Inactive	Disp.	Remarks
PO	PROPERTY OPERATIONS (CORPORATE) Acquisition, disposal, construction, use and operation of corporate lands and buildings.				
PO.03	SPACE ALLOCATIONS & OFFICE RELOCATIONS	S + 2	4	D	S = superseded / space redesigned or plan updated/ changed
PO.04	CONSTRUCTION, ALTERATION & RENOVATIONS OF MUNICIPAL FACILITIES				
	CONSTRUCTION MANAGEMENT	T + 2	18	D	T = end of project
	FINANCIAL	T + 2	4	D	T = end of project
	LONG-TERM DOCUMENTS	T+2	LOF	D	T = end of project Archival Review
	AS BUILT DRAWINGS	T + 2	LOF	D	T = end of project Archival Review
PO.08	ENERGY MANAGEMENT	2	4	D	
PO.10	ACQUISITIONS				
	CASE FILES	2	P	P	
PO.11	DISPOSAL				
	CASE FILES	T + 2	38	D	T = completion of transaction
PO.12	EASEMENTS & QUIT CLAIM DEEDS				
	CASE FILES – PERMANENT EASEMENTS	2	P	P	T = termination of easement or file closed
RELEASED, ABANDONED & TEMPORARY EASEMENTS	T + 2	4	D		
PO.13	LEASES, LAND LICENCES, MANAGEMENT & OPERATIONS AGREEMENTS	T + 2	4	D	T = expiry of lease, land licence or agreement
PO.15	LAND EXCHANGES				
	CASE FILES	2	P	P	
PO.16	ENCROACHMENTS	T + 2	4	D	T = termination of encroachment
PO.18	FACILITY & PROPERTY INQUIRIES	2	4	D	
PO.23	EXTERIOR & INTERIOR APPURTENANCES	2	4	D	Archival Review
PO.26	SECURITY	2	4	D	
PO.27	WORKPLACE FURNITURE AND EQUIPMENT	2	4	D	

Schedule 1 Records Retention Schedule

Retention
(Numerical reference in years unless specified)

CCS Code Record Series Title

Active

Inactive

Disp.

Remarks

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

PO.01	FACILITY NAMING & NUMBERING	2	4	D	
PO.02	BUILDING SPECIFICATIONS & FLOOR PLANS				
	ORIGINAL SPECIFICATIONS & FLOOR PLANS	2	LOF	D	Vital
	SUBJECT FILES	2	4	D	
PO.04	CONSTRUCTION, ALTERATION & RENOVATIONS OF MUNICIPAL FACILITIES				
	DESIGN	T + 2	13	D	T = end of project
	POST CONSTRUCTION				
	OTHER REPORTS	T + 2	18	D	T = end of usefulness or end of project
	REPORTS	T + 2	5	D	T = completion of testing or resolution of deficiency
	PROJECT FILES	T + 2	LOF	D	T = end of project Vital
	SUBJECT FILES	2	4	D	Review for actual projects after 6 years
PO.05	SIGNS	2	4	D	
PO.06	RESERVATIONS & BOOKINGS	2	4	D	
PO.07	SPECIFICATION MANUALS	S + 2	4	D	
PO.09	FOOD & BEVERAGE SERVICES	2	4	D	
PO.10	ACQUISITIONS				
	SUBJECT FILES	2	4	D	
PO.11	DISPOSALS				
	SUBJECT FILES	2	4	D	
PO.15	LAND EXCHANGES				
	SUBJECT FILES	2	4	D	
PO.17	NOTICES OF PROPERTY FOR SALE	2	4	D	
PO.19	FILMS / PHOTOGRAPHY	2	4	D	
PO.20	PRO SHOPS	2	4	D	
PO.21	PROPOSALS FOR USE OF LAND & FACILITIES	2	4	D	
PO.24	EMERGENCY PLANNING FOR CITY FACILITIES				
	ORIGINAL EMERGENCY PLANS	S + 2	4	D	
	SUBJECT FILES	2	4	D	
PO.25	MINOR ALTERATIONS & RENOVATIONS, MAJOR FACILITY MAINTENANCE				
	ORIGINAL ALTERATIONS & RENOVATIONS	2	LOF	D	
	PROJECT FILES	2	8	D	
	SUBJECT FILES	2	4	D	Review for actual alterations or renovations after 6 years
PR	PUBLIC RELATIONS				

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
	Promotion of the corporation's image, trade and industrial relations locally, nationally and internationally.				
PR.01	PROMOTION & MARKETING	2	4	D	Archival Review
PR.02	ADVERTISING	2	4	D	
PR.03	CORPORATE EVENTS	2	4	D	Archival Review
PR.04	COMMUNITY ORGANIZATIONS & EVENTS				
	EVENT FILES	2	18	D	Archival Review
	SUBJECT FILES	2	4	D	
PR.05	AWARDS	2	4	D	Archival Review
PR.06	PUBLICATIONS				
	ORIGINAL PUBLICATIONS	S+2	P	P	Archival
	SUBJECT FILES	2	4	D	Archival Review
PR.07	NEWS RELEASES				
	ORIGINAL NEWS RELEASES	2	18	D	
	SUBJECT FILES	2	4	D	Review for actual news releases
PR.08	MEDIA MONITORING & MEDIA RELATIONS	2	4	D	
PR.09	COMPLAINTS	2	4	D	
PR.11	RECOGNITION	2	4	D	
PR.12	HOSTING	2	4	D	
PR.14	EMPLOYEE COMMUNICATIONS				
	ORIGINAL EMPLOYEE NEWSLETTERS	2	P	P	Archival
	SUBJECT FILES	2	4	D	Archival Review
PR.15	SPEECHES	2	4	D	
PR.16	VISUAL IDENTITY				
	ORIGINAL MANUAL	S	P	P	Archival
	SUBJECT FILES	2	4	D	
PR.17	GRAPHIC DESIGN / ARTWORK	S	0	D	
PR.18	PUBLIC OPINION POLLS	2	4	D	
PR.19	STRATEGIC ALLIANCE	2	4	D	
PR.20	CUSTOMER SERVICE	2	4	D	
PR.21	PHOTOGRAPHY	2	P	P	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

PR.10	TOURS	2	0	D	
PR.13	TOURISM	2	4	D	

RA	RECREATION ACTIVITIES Recreation programs offered by or in association with the Corporation, and information about participants.				
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Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
RA.10	PROGRAM RESEARCH & IMPLEMENTATION	2	8	D	
RA.11	REGISTRATION APPLICATIONS	2	1	D	
RA.12	RECREATION PROGRAMS CLIENT CASE FILES	2 T + 2	1 8	D D	T = last date of participation in program or close of file

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

RA.02	YOUTH/CHILDREN'S PROGRAMS	2	4	D	
RA.03	SENIORS PROGRAMS	2	4	D	
RA.05	SKATING PROGRAMS				
	SUBJECT FILES	2	4	D	
	TEST SHEETS	2	0	D	
RA.06	AQUATICS PROGRAMS				
	LEADERSHIP / LIFESAVING TEST SHEETS	3	0	D	
	SUBJECT FILES	2	4	D	
	TEST SHEETS	2	0	D	
RA.07	ART PROGRAMS	2	4	D	
RA.08	FITNESS/ACTIVE LIVING PROGRAMS				
	FITNESS APPRAISALS & NUTRITION ASSESSMENTS	T+2	0	D	T= Last date of participation in program
	NEXT STEP TO ACTIVE LIVING CLIENT CASE FILES (DRAFT)	T+2	8	D	T = Last date of participation or close of file
	SUBJECT FILES	2	4	D	
RA.09	SPORTS PROGRAMS	2	4	D	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
RT	ROADS & TRAFFIC				
	Pedestrian and roadway maintenance, operation and signage.				
RT.01	TRANSPORTATION PLANNING				
	PROJECT FILES	2	28	D	Archival Review
RT.02	ROAD CONSTRUCTION AND MAINTENANCE	2	4	D	
RT.07	TRAFFIC CONTROL SIGNALS & INTERSECTIONS				
	MUNICIPAL SIGNALS	2	5	D	
	REGIONAL SIGNALS	2	8	D	
	SIGNAL TIMINGS & LEGAL PLANS	P	0	P	
RT.10	TRAFFIC MANAGEMENT	2	4	D	
RT.13	STREET NAMES & NUMBERING	2	18	D	
RT.14	STREET LIGHTING	2	4	D	
RT.15	BRIDGES AND GRADE SEPARATIONS	2	LOB	D	
RT.17	MUNICIPAL PARKING	2	4	D	
RT.18	STORM SEWER INSPECTIONS				
	CASE FILES	2	8	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

RT.01	TRANSPORTATION PLANNING				
	SUBJECT FILES	2	4	D	
RT.03	ROAD CONSTRUCTION	2	4	D	
RT.04	ROAD OPENINGS & EXTENSIONS	2	4	D	
RT.05	ROAD CLOSINGS (TEMPORARY)	2	4	D	
RT.06	ROAD CLOSINGS (PERMANENT)	2	4	D	
RT.08	TRAFFIC ACCIDENTS	2	4	D	
RT.09	TRAFFIC COUNTS	2	4	D	
RT.11	TRAFFIC SIGNS	2	4	D	
RT.16	SIDEWALKS	2	4	D	
RT.18	STORM SEWER INSPECTIONS				
	SUBJECT FILES	2	4	D	
RT.19	BIKEWAYS / BICYCLE PATHS / PATHWAYS & WALKWAYS	2	4	D	
RT.20	SNOW REMOVAL	2	4	D	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
RT.21	CURBS & MEDIANS	2	4	D	
RT.23	REGIONAL & PROVINCIAL ROADS	2	4	D	
RT.24	GRADE SEPARATIONS	2	4	D	
RT.26	PARKING LOT MAINTENANCE	2	4	D	
RT.27	CULVERT/CURB CUT APPLICATIONS	2	4	D	
RT.28	RAILWAY CROSSINGS (LEVEL CROSSINGS)	2	4	D	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
TS	TRANSPORTATION SERVICES				
	MiWay (Mississauga Transit) operations and other public transportation services				
TS.01	TRANSIT OPERATIONS	2	4	D	
	VOICE RECORDINGS	60 days	6	D	
TS.14	TRANSIT STUDIES				
	PROJECT FILES	2	28	D	Archival Review
	SUBJECT FILES	2	4	D	Review for actual studies prior to disposition
TS.19	OTHER TRANSPORTATION SERVICES	2	4	D	

The following record classifications have been discontinued. Records will continue to exist under these classifications until their full retention is met or reclassified to a current available record series.

TS.04	TRANSIT STOPS	2	4	D	
TS.05	TRANSIT SHELTERS	2	4	D	
TS.06	TERMINALS & LOOPS	2	4	D	
TS.07	BUS BAYS	2	4	D	
TS.08	SCHEDULING/SERVICE	S	0	D	
TS.09	FARES	2	4	D	
TS.10	BASE DATA	2	4	D	
TS.11	VEHICLE OPERATION DATA	2	4	D	
TS.12	PASSENGER DATA	S	0	D	
TS.13	TRANSIT VEHICLE TECHNOLOGY	2	4	D	
TS.15	RAILWAY TRANSPORTATION	2	4	D	
TS.16	GO TRANSIT	2	4	D	
TS.17	OTHER TRANSIT SYSTEMS	2	4	D	
TS.18	AIR TRANSPORTATION	2	4	D	
TS.20	COMMUNICATION AUDIO TAPES	30 days	2	D	

Schedule 1 Records Retention Schedule

CCS Code	Record Series Title	Retention (Numerical reference in years unless specified)			Remarks
		Active	Inactive	Disp.	
TR	TRANSITORY RECORDS AND INFORMATION Transitory records are records of temporary usefulness that are not integral to an administrative or operational record series, and are only required for a limited period of time to complete a routine action or prepare an ongoing record.				
N/A	RECORDS OF SHORT-TERM USE	T	0	D	T = No longer useful
N/A	DRAFT DOCUMENTS, REVISIONS AND WORKING MATERIALS	T	0	D	T = No longer useful
N/A	DUPLICATES	T	0	D	T = No longer useful
N/A	REFERENCE	T	0	D	T = No longer useful
N/A	ADVERTISING	T	0	D	T = No longer useful
N/A	PUBLICATIONS AND BLANK FORMS	S	0	D	S = Superseded or obsolete
N/A	EXPIRED VOUCHERS	T	0	D	T = Expiration date